HiPath 3000
HiPath 5000 RSM

HiPath AllServe, Hicom 150 E/H

optiPoint 600 office

Operating Instructions

SIEMENS

Global network of innovation

Before You Begin

These operating instructions describe the optiPoint 600 office telephone on your HiPath 3000 / 5000 RSM.
They describe all functions you can use from your telephone. You may find that some functions you wish to use are not available on your telephone. This may be due to one of the following reasons:

- The function has not been configured for your telephone – please contact your service personnel.
- Your communications platform does not support this function – please contact your service personnel.

Important Notes

	Do not operate the telephone in environments where there is a danger of explosions.
	Use only original Siemens accessories → page 151. Using other accessories may cause a hazard and will invalidate the warranty and the CE mark.
	Never open the telephone or a key module. If you encounter any problems, ask the service personnel.

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products.
An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract.

Never allow the telephone to come into contact with staining or aggressive liquids such as coffee, tea, juice, or soft drinks.
For information on telephone maintenance → page 152.

Marks

The device conforms to the EU guideline 1999/5/EG, as attested by the CE mark.

This device has been manufactured in accordance under a certified environmental management system (ISO 14001). This process ensures that energy consumption and the use of primary raw materials are kept to a minimum, thus reducing waste production.

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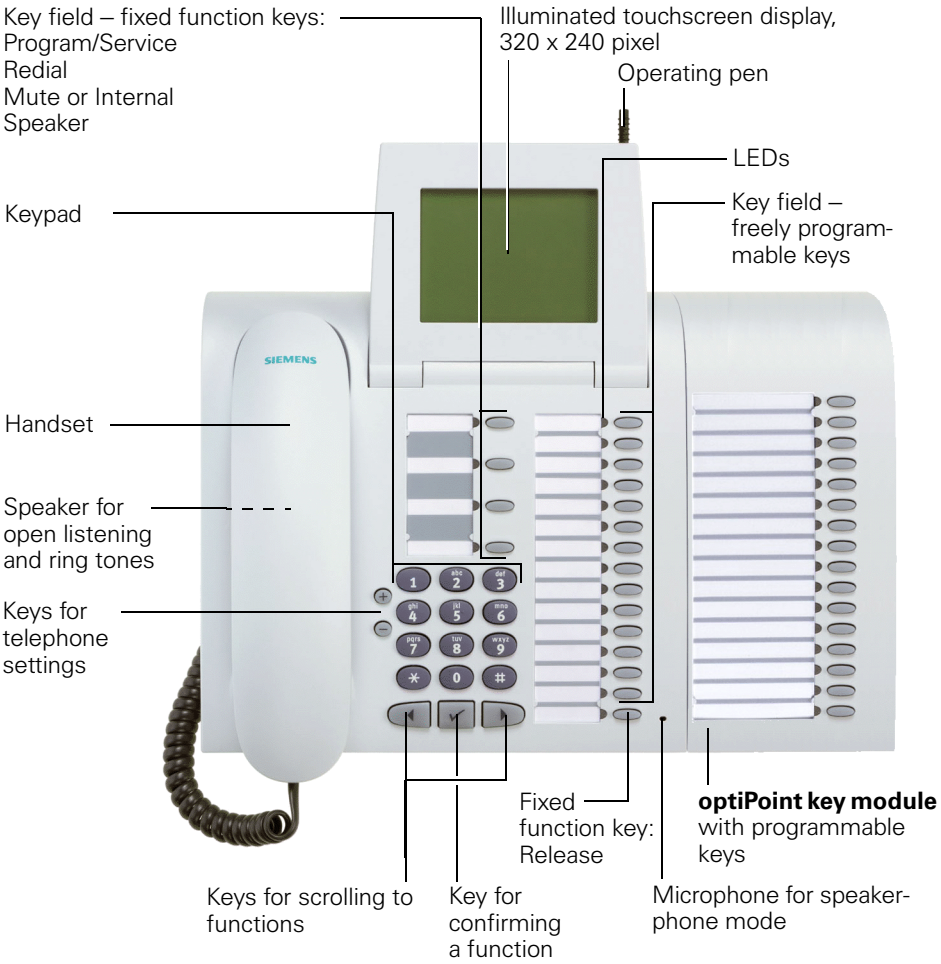
Basic Operating Instructions

optiPoint 600 office Control Panel



Step by Step

How to Use these Operating Instructions

You will find a graphic representation of the steps in logical sequence in the left column. Below is an explanation of the symbols:

Lift the handset (off-hook).

Replace the handset (on-hook).

Conduct a call.

Enter a telephone number or code.

Enter the code.

Enter letters or numbers.
Via the keypad on the display → page 110,
via the keypad → page 112,
via the external keyboard → page 113

Click on the menu item or the softkey on the display.

⊕ **or** ⊖ Press volume controls on the telephone.

Program/Service Press the key.

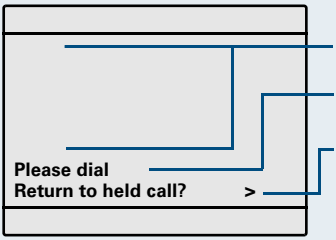
Speaker Press the illuminated key.

Press the flashing key.

Start conference? ✓ The option appears on the screen.
Press the ✓ key to confirm your selection.

Display contrast? ✓ Search for an option.
Press the ◀ ▶ keys,
until the option appears on the screen.
Then press the ✓ key to confirm your selection.

Step by Step



Screen Displays

The graphics-enabled touchscreen display shows:

- Data from the internal telephone directory → page 49 or the caller list → page 45
- Requests and acknowledgement messages, depending on the situation
- Selection options for functions that you can confirm with ✓. If you see the symbol ">" at the right, further options are available and can be accessed with the ◀ ▶ keys
- Touchscreen controls (softkeys) in local applications → page 110

For more information on the display see → page 14.

Accessing Functions

... Interactively

You can select some function **while the telephone is idle**, for example:

▶ **Forwarding on?** ✓

Use ◀ ▶ to scroll to a function and press ✓ to execute it.

You can select other functions **directly depending on the situation**. Example: You call a number, but the line is busy:

Callback? ✓

Press ✓ to confirm.

or

▶ **Send message?** ✓

Use ◀ ▶ to scroll to a function and press ✓ to execute it.

... Via the Program/Service Menu

First press the "Program/Service" key. You then see a list of selection options, such as: "#0=Reset services" → page 33.

Program/Service

Press the key.

▶ **#0=Reset services?** ✓

Use ◀ ▶ to scroll to a function and press ✓ to execute it.

or

0

Enter the code directly.
The Quick-Reference Operating Instructions contain a list of codes. However, they are also displayed on screen along with the corresponding function.

Step by Step

... With Function Keys

If you saved a function on a key → page 69, you can access it directly as follows :

Press the Mute key to execute the function

... Via the Large Graphics Display

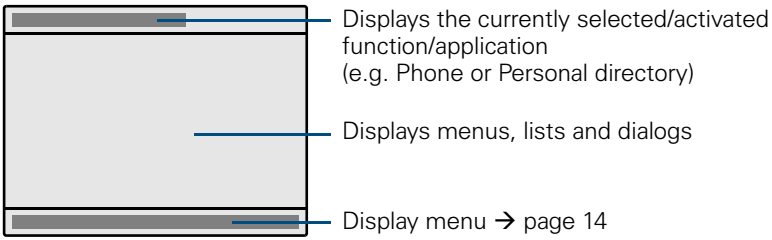
In addition to situation-dependent functions, optiPoint 600 office also lets you use and access local applications, such as the personal telephone directory, via the large graphics-enabled display with its touch-screen functionality. See Display menu → page 14.

Display with Touchscreen Functionality

In addition to situation-dependent functions, you can also use and access local applications in optiPoint 600 office, such as the personal telephone directory, for example, via the large graphics-enabled display with touch-screen functionality.

Overview

Display interface fields:


Displays the currently selected/activated function/application (e.g. Phone or Personal directory)
Displays menus, lists and dialogs
Display menu → page 14

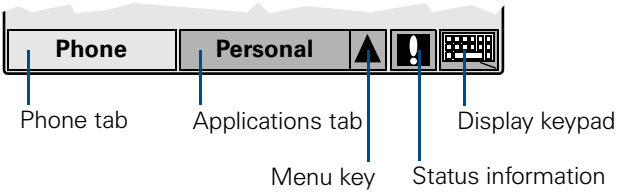
Operating the Display

optiPoint 600 office comes complete with a plastic operating pen, with which you can select display interface functions ("click") or scroll between graphic contents ("drag") by pressing lightly on the nib.

Alternatively, you can use similar objects that will not damage the display interface. Finger (finger nail) activation is also possible.

Display Menu

A number of functions can be activated in the lower field of the display.



The **Phone tab** provides situation-dependent information on the idle or talk state of your optiPoint 600 office from the communication platform → page 12.

When a local application is displayed, such as the personal telephone directory for example, the "Phone" tab flashes to signal incoming calls in addition to the ring tone.

When you pick up the handset to dial or accept an incoming call, the display indicator automatically switches to the "Phone" tab.
If configured, switching is performed automatically even if there is no user intervention for a lengthy period (time can be configured, → page 139).

The **Applications tab** contains local applications, such as:
- **Personal:** personal telephone directory → page 114
- **Corporate:** corporate telephone directory → page 129
- **Web access:** WAP browser → page 134
- **Service:** the service menu for settings → page 136

The **Menu key** opens up the menu selection option where one of the local applications can be activated and the "Applications" tab can be quickly accessed.

If the **Status information** softkey is displayed, system messages have been received (flashing light = unread messages). Click on the question mark to read the message(s).

Using the **Display keypad** softkey, you can enter characters via the display (→ page 110).

The current displays in the "Phone" tab and in the individual local applications are mutually independent.
This means that if you are in the personal directory, for example, and the display changes to "Phone" because you have accepted an incoming call, the same display that was active before you accepted the call reappears when you change back to the personal directory.

Descriptions of local applications → page 110 always assume that the status of the relevant application is idle. If the status is unspecified when the application is activated, press "Cancel", "Exit", or "Menu", until the relevant idle status appears.

Functions You Can Use

Basic and Enhanced Functions

You can use all basic and enhanced communications platform functions that appear interactively on the screen, in the Program/Service menu, and when you press function keys.

Additional Team and Executive/Secretary Functions

→ page 96f.

To help working and project groups work together more efficiently, the service personnel can configure a variety of team functions, depending on your preferences when working in the team. You can use these team functions in addition to the basic and enhanced functions.
In addition to call pickup, hunting groups (group call), and call distribution groups, you can also set up teams with multiple lines per telephone.
You can tell if a telephone has trunk keys if your station number and the numbers of your colleagues are programmed on trunk keys. You can access all lines and can also conduct different calls simultaneously on multiple lines.

Another team function category includes the executive/secretary functions, which are configured by the service personnel. You can use executive and secretary functions in addition to the basic and enhanced functions as well as other team functions.
An executive/secretary telephone has DSS keys for the executive or secretary, trunk keys for the executive and secretary, as well as ring transfer keys.

Local Applications

Your optiPoint 600 office not only lets you use the functions of your communication platform, but also gives you a high degree of flexibility with its integrated local applications → page 110,:

- The personal directory for up to 320 entries (numbers, names, additional information, etc.) → page 114
- User-friendly options for searching and dialing from a LAN server's corporate directory → page 129
- A WAP browser for accessing information on your intranet → page 134
- A menu with a wide variety of options for locally configuring your optiPoint 600 office → page 136

Using the Telephone Efficiently

- You probably have certain colleagues or external parties with whom you talk on the phone especially frequently. To dial these numbers faster and more conveniently, you can save them on keys (Saving station numbers for repertory dialing on keys → page 67).
- You can save additional names, station numbers, and calling party data in the personal directory of your optiPoint 600 office telephone → page 114. A well maintained directory will save a great deal of effort in searching for lost phone numbers.
- All too often you reach a busy line when dialing a number. Amid the confusion of your working day, it's easy to forget to try the number again later on. To avoid this, make it a habit to use the "Callback" → page 59 function.

Step by Step

Making and Answering Calls

Special default ring signaling is set for your telephone:

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.

The number or the name of the caller appears on the display.

Answering a Call with the Handset

The telephone rings. The caller appears on the screen.

Lift the handset.

Ending the call:

Replace the handset.

or

Release

Press the key.

Answering a Call with the Speaker (Speakerphone Mode)

The telephone rings. The caller appears on the screen.

Speaker

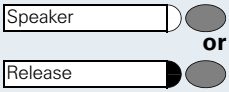
Press the key. The LED lights up.
Speakerphone mode.

⊕ **or** ⊖

Raise or lower the volume. Keep pressing the key until the desired volume is set.

Step by Step

Ending the call:



Press the key. The LED goes out.

Press the key.

Notes on speakerphone mode:

- Tell the other party that you are using speakerphone mode.
- The speakerphone works best at a low receiving volume.
- The ideal distance between the user and the telephone set in speakerphone mode is about 50 cm (approx. 20 inches).

Open Listening in the Room During a Call

You can let other people in the room join in on the call. Let the other party know that you have turned on the speaker.

Precondition: You are conducting a call with the handset.

Activating ring transfer:

Press the key. The LED lights up.

Deactivating this function:

Press the key. The LED goes out.

Step by Step

Switching to Speakerphone Mode

Precondition: You are conducting a call with the handset.

Speaker and

Hold down the key and replace the handset.
(In U.S. press the key once and replace the handset).
Then release the key and continue the call.

Switching to the Handset

Precondition: You are engaged in a call in speakerphone mode.

and

Lift the handset. Continue the call.

Using Call Waiting

Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call.
You can either ignore or accept the waiting call.
When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.
You can also bar call waiting or the call waiting tone
→ page 21.

Accepting a Waiting Call (Camp-On)

Precondition: You are engaged in a phone call and hear a tone (every six seconds).

Ending the first call and answering the waiting call:

Replace the handset. Your telephone rings.

Answer the second call. Lift the handset.

Step by Step

Placing the first call on hold and answering the second call:

▶ Call waiting? ✓ Select and confirm.

or

Program/Service Press the key. The LED lights up. Enter the code.

*55

You are connected to the call waiting party immediately. The first party is placed on hold.

Ending the second call and resuming the first one:

Quit and return? ✓ Confirm.

or

Program/Service *0 Press the key. The LED lights up. Enter the code.

or

Replace the handset. "Recall: ..." appears on the screen. Lift the handset.

Preventing and Allowing Call Waiting (Automatic Camp-On)

If this function has been configured (ask the service personnel), you prevent or allow a second call → page 20 from being signaled by automatic camp-on during an ongoing call.

Program/Service Press the key. The LED lights up

and

▶ US: #490=Call wait.trm.off? ✓ Select and confirm.
▶ UK: #490=Call_wait.term.off? ✓

or

▶ *490=Call wait.term.on? ✓

or

#490 or *490 Enter the code for "off" or "on".

Step by Step

Turning the Call Waiting Tone On and Off

You can suppress the call waiting tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

▶ Waiting tone off? ✓

or

▶ Waiting tone on? ✓

Select and confirm.

or

87 or *87

Enter code for "tone off" or "tone on".

Accepting a Specific Call for Your Colleague

You hear another telephone ring.

Program/Service

Press the key. The LED lights up

▶ *59=Pickup - directed? ✓

or

*59

Select and confirm.

Enter the code.

All called stations appear on the screen.

▶ Next? ✓

Select the station whose call you want to answer (the cursor appears as a black square at the beginning of the line).

Accept call? ✓

or

Confirm.

or

If you know the number of the telephone that is ringing, enter it directly.

or

Press the flashing key.

Accepting calls in a team → page 106.

Step by Step

Rejecting Calls

You can reject calls which you do not wish to take. The call is then signaled at another definable telephone (contact your service personnel).

The telephone rings. The caller is displayed.

Press the key.

If a call cannot be rejected, your telephone will continue to ring. The message US: "currently not possible" or UK: "Feature not available" is displayed (e.g in the case of re-calls).

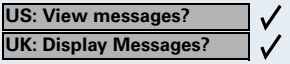
Using Mailboxes

If you have programmed the "Mailbox" key → page 69, the associated LED lights up when messages have arrived for you. If your telephone is connected to a voice mail system, the "Mailbox" key will also light up to alert you to any messages that have arrived.

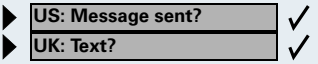
Accessing the Mailbox

Press the illuminated "Mailbox" key.

or

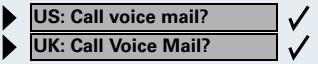


Confirm.



Select and confirm.

or



Follow the user prompts.

Step by Step

Using Timed Reminders

Precondition: You must have saved a timed reminder → page 74. The current time is the time stored.

US: Reminder
UK: Reminder at

The telephone rings. The timed reminder appears on the screen.

Speaker

or

Press the key twice.

Lift the handset and replace it again.

If you fail to answer the timed reminder, it repeats five times and is then erased.

Using the Speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.

Lift the handset and answer the call.

or

Mute off? ✓

Press the "OK" key to confirm your selection and answer the call.

or

Mute

Press the key and answer the call.

If handsfree answerback is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.
If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → page 33.

Step by Step

Enabling and Disabling Handsfree Answerback

▶ HF answerback on? ✓

or

▶ HF answerback off? ✓

or

Select and confirm.

✱ 9 6 or # 9 6

Enter the code for "on" or "off".

Answering a Call With a Headset

Answer? ✓

Your telephone rings. Confirm.

Ending the call:

Release

Press the key. The LED goes out.

Turning Do Not Disturb On and Off

You can activate the do not disturb function if you do not want the receive any calls. When do not disturb is activated, internal callers hear a busy signal and external callers are rerouted to a telephone assigned for this purpose (contact your service personnel).

▶ DND on? ✓

or

▶ DND off? ✓

or

Select and confirm.

✱ 9 7 or # 9 7

Enter the code for "on" or "off".

When you lift the handset, a special dial tone (continuous buzzing tone) reminds you that do not disturb is active.

Authorized internal callers can automatically override the do not disturb function after five seconds.

Step by Step

Turning Ringer Cutoff On and Off

You can activate the ringer cutoff function if you do not want the receive any calls. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

▶ **Ringer cutoff on?** ✓

or

▶ **Ringer cutoff off?** ✓

Select and confirm.

or

✱ 9 8 **or** # 9 8

Enter the code for "on" or "off".

Trace Call: Identifying Anonymous Callers (Not for U.S.)

You can have the carrier identify malicious external callers. You can save the caller's station number during the call or for 30 seconds after the call ends. However, it is essential that you do not replace your handset during this time.

Program/Service

Press the key. The LED lights up.

and

▶ **✱84=Trace call?** ✓

Select and confirm.

or

✱ 8 4

Enter the code.

After you have finished tracing the call, the data is stored on the carrier's system. Now contact your service personnel.

Step by Step

Turning the Microphone On and Off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the telephone speaker (speaker call, → page 24).

Precondition: You are conducting a call. The microphone is switched on.

Press the key. The LED lights up.

or

Press the illuminated key. The LED goes out.

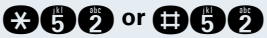
or

Select and confirm.

or

or

Press the key. The LED lights up



Enter the code for "on or "off".

Step by Step

Answering Calls from the Entrance Telephone and Opening the Door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.
If you have the proper authorization (contact your service personnel), you can activate the **door opener**, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or installed keypad).

Speaking to visitors via the entrance telephone:

Precondition: Your telephone rings.

Lift the handset within thirty seconds. You are connected to the entrance telephone immediately.

or

Lift the handset after more than thirty seconds.

Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone:

Open door? ✓

Confirm.

Opening the door from your telephone without calling the entrance telephone:

Program/Service

Press the key. The LED lights up

▶ ✱61=Open door? ✓

Select and confirm.

or

✱ mno 6 1

Enter the code.

Dial the entrance telephone number.

Special features must be taken into consideration if your telephone operates with HiPath 5000 RSM (system networking via PC network) → page 148!

Step by Step

Opening the door with a code (at the door):

After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Activating the door opener:

Program/Service — Press the key. The LED lights up

▶ ✱89=Door opener on? ✓ — Select and confirm.

or

✱ 8 9 — Enter the code.

Dial the entrance telephone number.

Enter the five-digit code. Default code = "00000".

or

▶ 3=change password? ✓ — Select the displayed function and press the "OK" dialog key to change the code.

▶ 1=enable with ring? ✓ — Select and confirm.

or

▶ 2=enable w/o ring? ✓ — You can also open the door without a doorbell ring.

Deactivating the door opener:

Program/Service — Press the key. The LED lights up

▶ #89=Door opener off? ✓ — Select and confirm.

or

8 9 — Enter the code.

Accepting a Call From an Answering Machine

You can accept a call from any answering machine if the machine is connected to your system (contact your service personnel) and you have programmed the answering machine number on a key → page 69.

The LED lights up. Press the key.

Step by Step

Display Number of Waiting Calls and Overload Indication

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → page 69.

Press the "Waiting calls" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact your service personnel to find out the waiting call limit.

- LED off:
  No callers waiting.
- LED flashes slowly:
  You have reached the programmed threshold.
- LED flashes rapidly:
  You have exceeded the threshold value (overload).

Step by Step

Making Calls

Off-Hook Dialing

Lift the handset.

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

The called party does not answer or is busy:

Replace the handset.

On-Hook Dialing

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

The other party answers with speaker:

Lift the handset.

or On-hook: Use speakerphone mode.

The called party does not answer or is busy:

Speaker

Press the key. The LED goes out.

Your system may also be programmed so that you have to press the Internal key before you dial an internal number.
To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

Step by Step

En-Bloc Sending/Correcting Numbers

If this feature is configured (contact your service personnel), a connection is not attempted immediately when a station number is entered. This means that you can correct the number if necessary.
The station number is only dialed at your specific request.

Internal: enter station number.
External: enter external code and station number.

Dialing entered/displayed numbers:

Lift the handset.

or

Dial? ✓

Confirm.

Correcting numbers entered:

▶ Delete number? ✓

Select and confirm.
The last digit entered in each case is deleted.

Enter the required digit(s).

Canceling en-bloc sending:

▶ Exit? ✓

Select and confirm.

or

Speaker

Press the key. The LED goes out.

or

Release

Press the key.

Step by Step

Caller ID Suppression

You can prevent your station number or name from appearing on the displays of external parties you call. The feature remains active until you deactivate it.

▶ Suppress call ID? ✓
or
▶ Restore caller ID? ✓

Select and confirm.

or

✱ 8 6 or # 8 6

Enter code for "suppress" or "restore".

Service personnel can turn caller ID suppression on and off for all telephones.

Talking to Your Colleague With a Speaker Call

You can make a loudspeaker announcement through a loudspeaker if connected (ask the service personnel), or to an internal user with an system telephone without any action on their part.

Program/Service

Press the key. The LED lights up.

▶ ✱80=Speaker call? ✓
or

Select and confirm.

✱ 8 0

Enter the code.

Enter the station number.

Responding to a speaker call → page 24.

Step by Step

Activating Tone Dialing (DTMF Suffix-Dialing)

You can transmit dual-tone multifrequency (**DTMF**) signals to control devices such as an answering machine or automatic information system.

Program/Service

Press the key. The LED lights up.

✱53=DTMF dialing? ✓

Select and confirm.

or

✱ 5 jkl 3 def

Enter the code.

You can use the keys "0" through "9", "✱", and "#" to transmit DTMF signals.

Ending the call also deactivates DTMF suffix-dialing.
Your system may be configured so that you can start DTMF suffix dialing immediately after setting up a connection.

Automatic Connection Setup (Hotline)

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.

Lift the handset.
Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

Step by Step

Reserve Trunk

If this feature is configured (contact your service personnel), you can reserve a busy trunk for your own use. When the trunk is free, you receive a call and a message appears on the display.

Precondition: The message US: "Currently busy UK: busy at the moment" appears on your screen.

Reserve trunk? ✓ Confirm.

When the reserved trunk becomes free:

Your telephone rings. The display shows "Trunk is free".

Lift the handset. You hear the CO dial tone.

Enter the number of the external station.

Assigning a Station Number (Not for U.S.)

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Program/Service Press the key. The LED lights up

▶ ***41=Temporary MSN?** ✓ Select and confirm.

or

*41 Enter the code.

Enter the DID number you wish to use.

Dial the external number.

Step by Step

Trunk Flash

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communication platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Precondition: You have set up an external connection.

Program/Service

Press the key. The LED lights up.

▶ ✱51=Trunk flash? ✓

or

Select and confirm.

✱ 5 JKL 1

Enter the code.

Enter the service code and/or telephone number.

Step by Step

Associated Dialing/Dialing Aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.
The operating procedure depends on whether the dialing aid is connected to the **S_0 bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S_0 bus:

On the PC, select a destination and start dialing.

The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC select a destination and start dialing.

"Lift the handset" appears on the PC screen.

Lift the handset.

Dialing aid from your telephone for another telephone:

Program/Service

Press the key. The LED lights up

✱67=Associated dial?

Select and confirm.

or

✱ 6 mno 7 pqrs

Enter the code.

Enter the internal station number ("Dial for: ").

Enter the number you wish to dial.

Step by Step

Calling Multiple Parties Simultaneously

Calling a Second Party (Consultation Hold)

You can call a second party while engaged in a call. The first party is placed on hold.

US: Consult? ✓
UK: Enquiry? ✓

Confirm.

Call the second party.

Return to the first party:

Return to held call? ✓
or
Quit and return? ✓
or
Program/Service * 0

Confirm.

Press the key. The LED lights up. Enter the code. The LED goes out.

Switching to the Party on Hold (Toggle)

Toggle/Connect? ✓
or
Program/Service * 2

Select and confirm.

Press the key. The LED lights up. Enter the code. The LED goes out.

Step by Step

Combine the calling parties into a three-party conference

▶ **Conference?** ✓ Select and confirm.

or

Program/Service ✱ 3 Press the key. The LED lights up. Enter the code. The LED goes out.

Connecting the other parties to each other

▶ **Transfer?** ✓ Select and confirm.

Conducting a Conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

Call the first party.

▶ **Start conference?** ✓ Select and confirm.

Call the second station. Announce the conference.

▶ **Conference?** ✓ Select and confirm.

or

Program/Service ✱ 3 Press the key. The LED lights up. Enter the code. The LED goes out.

A tone sounds every 30 seconds to indicate that a conference is in progress. Contact your service personnel for instructions on how to turn it off.

If the second party does not answer:

Return to held call? ✓ Confirm.

or

✱ 0 Enter the code.

Adding up to Five Parties to the Conference (Initiator Only)

Add party? ✓ Confirm.

Call the new party. Announce the conference.

Step by Step

▶ **Conference?** ✓

or

Program/Service *3

Select and confirm.

Press the key. The LED lights up. Enter the code. The LED goes out.

Checking which Parties are in the Conference (Initiator Only)

▶ **View conf parties?** ✓

Select and confirm.
The stations appear on the screen.

▶ **Exit list?** ✓

Close the list: Select and confirm.

Removing Parties from the Conference (Initiator Only)

▶ **View conf parties?** ✓

Select and confirm.
The stations appear on the screen.

or

Click on softkeys or press keys to select the relevant parties (square at the start of the line).

▶ **Remove party?** ✓

Select and confirm.

Leaving a Conference

Replace the handset.

or

▶ **US: Leave conference?** ✓
▶ **UK: Withdraw?** ✓

Select and confirm.

Ending a Conference (Initiator Only)

▶ **End conference?** ✓

Select and confirm.

or

Program/Service #*3

Press the key. The LED lights up. Enter the code. The LED goes out.

Step by Step

Removing the ISDN Central Office Party From the Conference (Only for U.S.)

▶ **Drop last conf. party?** ✓

or

Program/Service

*4 9 1

Select and confirm.

Press the key. The LED lights up. Enter the code. The LED goes out.

Transferring a Call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

US: Consult? ✓
UK: Enquiry? ✓

Press the "OK" dialog key to confirm your selection

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

or

▶ **Transfer?** ✓

Select and confirm.

...After a Speaker Call (Announcement) in a Group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement, → page 33) to announce a call in progress to a group of users → page 104.
After a member of the group has accepted the call request, you can transfer the waiting party.

Precondition: You are conducting a call.

US: Consult? ✓
UK: Enquiry? ✓

Confirm. The other party is placed on hold.

Program/Service

Press the key. The LED lights up

▶ ***80=Speaker call?** ✓

or

*8 0

Select and confirm.

Enter the code.

Step by Step

Enter the group's station number.

Announce the call.
When a member of the group accepts the call
→ page 24, you are connected to this party.

Replace the handset.

or

▶ **Transfer?** ✓

Select and confirm.

If the connection between the two other parties is not established within 45 seconds, the call from the first part returns to you (recall).

Step by Step

Parking a Call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Precondition: You are conducting a call.

Program/Service

Press the key. The LED lights up

▶ ✱56=Park a call? ✓ or

Select and confirm.

✱ 5 6

Enter the code.

0 ... 9

Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a Parked Call

Precondition: One or more calls have been parked. The telephone is idle.

Program/Service

Press the key. The LED lights up

▶ Retrieve call? ✓ or

Select and confirm.

5 6

Enter the code.

0 ... 9

Enter the park slot number you noted earlier.
If the park slot number you enter is not in use, you cannot retrieve the call.

If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

Step by Step

Placing External Calls on Hold

If you have programmed a key on your telephone as a hold key → page 69, you can place external calls on hold.
This enables all other parties to retrieve the call on the assigned line.

Press the US: "Hold" or UK: "Common Hold" key.

Held on line: 801

A message appears showing which line is on hold (e.g. 801); make a note of the line number.
If a trunk key has been assigned, the LED flashes slowly.

If necessary

or Release

Replace the handset or press the key.
Depending on your system configuration, this may be necessary so other users can also pick up the held call.

Picking up (Retrieving) a Held Call

Precondition: One or more calls have been parked. The telephone is idle.

Program/Service

Press the key. The LED lights up

***63=Park a call?** ✓

Select and confirm.

or

✱ 6 mno 3 def

Enter the code.

or

If the "Line retrieved" key → page 69 has been configured, press the key.

Enter the line number you noted earlier.

or

If a "Trunk key" was assigned to this line → page 69: LED flashes slowly. Press the key.

Step by Step

Making Calls to Stored Destinations

Redialing a Number

The last three external telephone numbers dialed are stored automatically.
You can redial them simply by pressing a key.
The station number appears on your screen for two seconds and is then dialed.

Press the key once to dial the number last dialed.

Press the key twice to dial the next to the last number dialed.

Press the key three times to dial the third-to-the-last number dialed.

Displaying and dialing saved station numbers

Press the key.

Press the "OK" dialog key within two seconds to confirm your choice.

The next stored number is displayed. Press the "OK" dialog key to confirm four selection.

Select and confirm.

If this feature is configured (contact your service personnel), account codes entered are also saved → page 58.

Using a Caller List

If you are unable to accept an external or internal call, the call attempt is stored in the caller list.
You can store answered calls either manually (both internal and external calls) or automatically (external calls only), Contact your service personnelfor details.
Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The most recent entry not yet answered in the list is displayed first. Multiple calls from the same caller do not automatically generate new entries in the caller list. Instead, only the most recent time stamp for this caller is updated and its number incremented.

Step by Step

Retrieving the Caller List

Precondition: The service personnel in charge set up a caller list for your telephone.

Phone

Select the Phone tab.

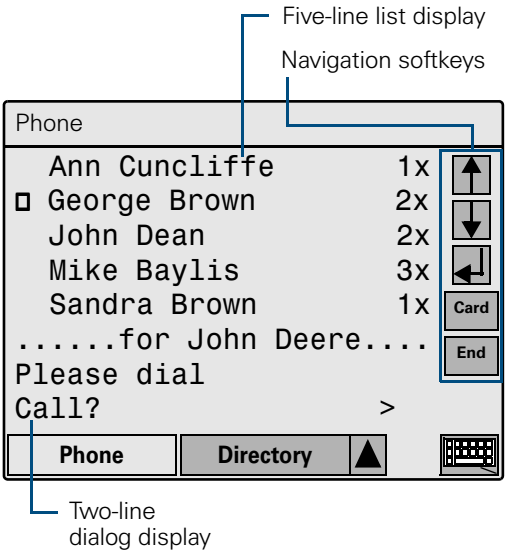
Caller list? ✓ or

Select and confirm.

Enter the code.

Show navigation softkeys.

The caller list is displayed with navigation softkeys:



or

Click on softkeys or press keys to select the relevant parties (square at the start of the line).

Step by Step

Ending a retrieve operation

▶ US: Exit? ✓
▶ UK: End? ✓
or

End or End — Select and confirm.

or

Click on the softkey or press the key.

Program/Service — Press the key. The LED goes out.

or

Speaker — Press the key. The LED lights up.

Checking the Call Time/Additional Call Information

Precondition: You have retrieved the caller list, the call you want is displayed.

▶ Add'l information? ✓
or

Select and confirm.

Card or PgDn

Click on the softkey or press the key.

Dialing a Station Number from the Caller List

Precondition: You have retrieved the caller list, the call you want is displayed.

▶ Call? ✓
or

Select and confirm.

or Enter

Click on the softkey or press the key.

The display switches to "Phone" → page 14.

The caller is automatically deleted from the caller list when a connection is finally set up.

Step by Step

Removing an Entry from the Caller List

Precondition: You have retrieved the caller list, the call you want is displayed.

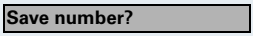
Confirm.

or

Press the key.

Saving the Other Party's Station Number in the Caller List (Redial)

Precondition: You are engaged in a call or have called an external party.



Press the "OK" dialog key to confirm your selection

or

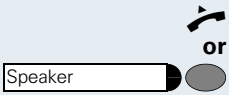
Press the key. The LED lights up. Enter the code.

Step by Step

Dialing from the Internal Directory

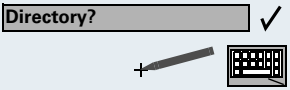
If this function has been configured (ask the service personnel), all internal call numbers and central speed-dial numbers for which a name was assigned are stored in your internal directory.

Precondition: Names have been assigned to the station numbers stored in the system.



Lift the handset.

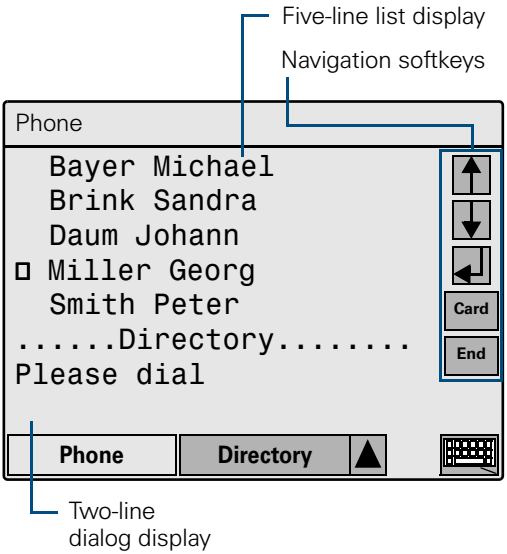
Press the key. The LED lights up.



Confirm.

Show navigation softkeys.

The internal directory is displayed with navigation softkeys:



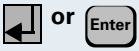
Step by Step

Press keys to enter the first letters of a name. Every letter entered narrows down your selection. Up to five of the names found are displayed at a time.

Click on softkeys or press keys to mark the name you want from the list of names displayed (square at the start of the line).

Press the key to delete the letters to the left of the cursor one by one.

The entry you want is displayed:



Click on the softkey or press the key.

The display changes to "Phone" → page 14.

Step by Step

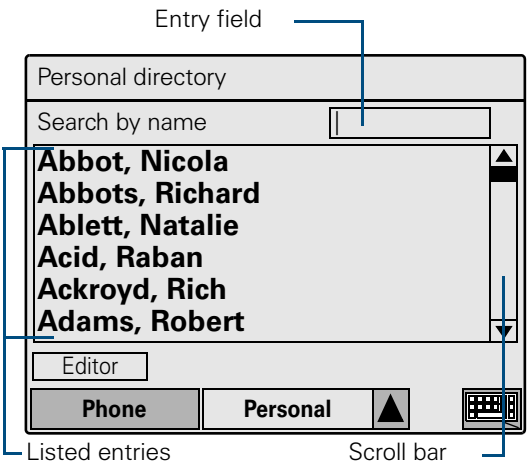
Dialing from the Personal Directory

Precondition: The personal directory contains entries/ names with call numbers → page 115.

Personal

Select the Personal tab.

The personal directory opens:



If a different display appears when you open the personal directory, press "Cancel", "Menu" or "Exit" until this display appears.

Mark the name you want.
A scroll bar is displayed if more than six names are saved. You can browse the list by dragging the scroll bar.

or

A B C

Enter the name you want or just the initial letters (Entering characters → page 110); the selected name is highlighted inversely.
Every letter entered narrows down the selection. Up to six of the names found are displayed at a time.

if necessary

Delete the letters to the left of the cursor one by one.

Step by Step

Dialing the default call number:

Precondition: One of the call numbers entered for the marked name was set as the default call number → page 116. Otherwise select the call number to be dialed (see below).

Confirm.

or

Dial — Click on the softkey.

The display changes to "Phone" → page 14.

Dialing a specific call number:

Dial a specific call number if you want to dial a number other than the default call number or if none of the call numbers entered for the current name was defined as the default call number.

Details — Click on the softkey. The call numbers entered for the name are displayed → page 122.

Dial — Click on the softkey beside the call number you want. The display changes to "Phone" → page 14.

The following softkeys are available:

1x or 2x Cancel — The default status is active for the directory list.

Edit — Click on the softkey to edit the current entry → page 119.

Step by Step

Dialing from the Corporate Directory

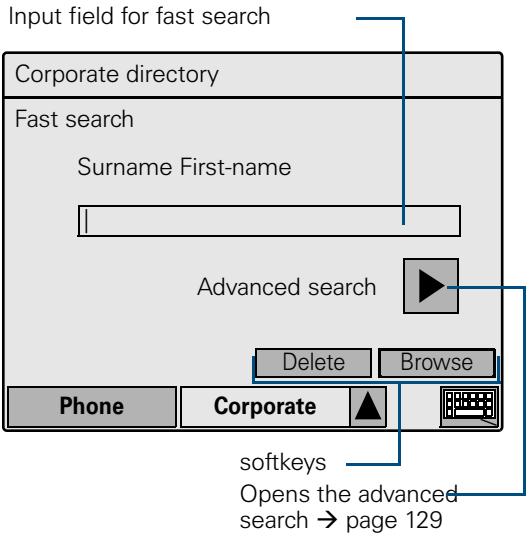
Precondition: You can access a corporate directory via LAN.

Ask the service personnel about availability.

Corporate

Select the Corporate tab.

The corporate directory opens:



A B C

Enter the name you want or just the initial letters (Entering characters → page 110), or use wildcards " * ".

if necessary ◁

Delete the letters to the left of the cursor one by one.

For information on the advanced search, see → page 129.

Browse

Start the search.

"Searching" appears in the top right of the display when the search is running. The search can be interrupted at any time with "Cancel".

Step by Step

Dialing a call number:

if necessary

If there is more than one suitable entry/name, select the entry you want (reverse-video).

Details

Click on the softkey. The call numbers entered for the name are displayed.

Dial

Click on the softkey beside the call number you want. The display changes to "Phone" → page 14.

The following softkeys are available:

1x or 2x Cancel

The default status is active for the corporate directory.

Next

On page 1 of 2 only: Display the second page of an entry's detailed information. The softkey changes to "Previous".

Previous

On page 2 of 2 only: Display the first page of an entry's detailed information. The softkey changes to "Next".

Step by Step

Using Repertory Dialing Keys

Precondition: You have saved a station number on a repertory dialing key → page 67.

Press the key on which the number is saved.
If the station number is located on the second level, first press "Shift".

You can also press the repertory dial key during a call. This automatically sets up a consultation → page 38.

Using Station and System Speed-Dial Numbers

Precondition: You have stored station speed-dial numbers → page 68 or the service personnel has stored system speed-dial numbers.

Press the key. The LED lights up

Confirm.

or

Enter the code.

Enter a speed-dial number.
"*0" to *9" = station speed-dialing.
"000" to "999" = system speed-dialing (contact your service personnel).

Step by Step

Displaying and Assigning Call Charges

Displaying Call Charges (Not for U.S.)

For the current call:

The display usually shows call charges at the end of a call (default setting).
If you wish to display charges continuously during a call in progress, service personnel must request this feature from your carrier.
Some carriers also let you display toll-free external calls. The message "Free of Charge" appears on the screen either before or during the call.

If a call is transferred, the charges are assigned to the telephone to which the call was transferred.

For all calls and the last one conducted:

The connection charges for the last chargeable call conducted are displayed first. Five seconds later, the total accumulated connection charges appear.

Program/Service

Press the key. The LED lights up

▶ ✱65=Show call charges? ✓

Select and confirm.

or

✱ 6 mno 5 jkl

Enter the code.

Step by Step

Displaying Call Charges for Another Telephone (Not for U.S.)

If this function is configured (contact your service personnel), you can display and print the chargeable calls for other telephones (such as a pay phone)

Precondition: You have programmed the function "View call charges" on a key → page 69.

The LED lights up to indicate that a you have conducted chargeable call since the last time you viewed the charges.

Press the "View call charges" key. The chargeable call appear on the screen.

Confirm to display additional chargeable calls.

▶ **Print?** ✓
or
▶ **Delete?** ✓
or
▶ **Add'l information?** ✓
or
▶ **US: Exit?** ✓
▶ **UK: End?** ✓

Select and confirm.

Step by Step

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

Precondition: Service personnel has set up account codes for you.

Program/Service

Press the key. The LED lights up

✱60=Account code? ✓

or

Select and confirm.

✱ 6 0

Enter the code.

Enter the account code.

and #

or

Press this key.

US: #=Save? ✓

UK: #=Save entry? ✓

Confirm.

May be necessary, depending on how your system is configured; contact your service personnel for details.

Enter the number of the external station.

You can also enter the account code during an external call.

Step by Step

If You Cannot Reach a Destination ...

Using Callback

If a user is busy or is not answering, you can store an automatic callback. This feature saves you from having to make repeated attempts to reach the user.
You receive a callback,

- When the other party is no longer busy
- When the user who did not answer has conducted another call.

Storing a Callback

Precondition: You have reached a busy line or no one answers.

US: Callback ✓
UK: Set Callback ✓

Confirm.

or

*5 8

Enter the code.

Answering a Callback

Precondition: A callback was saved. Your telephone rings. "Callback: ..." appears on the display.

Lift the handset.

or

Speaker

Press the key. The LED lights up.

You hear a ring tone.

Checking and Canceling a Saved Callback

▶ View callbacks? ✓

Select and confirm.

or

5 8

Enter the code.

▶ US: Next callback? ✓
▶ UK: Display next? ✓

Select the displayed function and press the "OK" dialog key to display additional entries.

Step by Step

Deleting a displayed entry:

Delete? ✓

Press the "OK" dialog key to confirm your selection

Ending callback display:

US: Exit? ✓
UK: End? ✓

Select and confirm.

or

Program/Service

Press the key. The LED goes out.

or

Speaker

Press the key. The LED goes out.

Call Waiting (Camp-On)

Precondition: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Camp-on

Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → page 20

The called party can prevent automatic call waiting → page 21.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Step by Step

Busy Override - Joining a Call in Progress

This function is only available if it has been configured. (contact your service personnel).

Precondition: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

▶ Override? ✓

Select and confirm.

or

*6 2

Enter the code.

The called party and person to whom this party is talking hear an alerting tone every two seconds.
If the called party has a system telephone with display, the following appears on the screen: "Override: (station no. or name)".

You can now start talking.

Step by Step

Telephone Settings

For information on other settings for optiPoint 600 office, see → page 136.

Adjusting the Ring Volume

⊕ **or** ⊖ Press these keys while the phone is idle.

US: Ring volume? ✓
UK: Ringer volume? ✓ Confirm.

⊕ **or** ⊖ To raise or lower the volume: Keep pressing the keys until the desired volume is set.

✓ Save.

Adjusting the Ring Tone

⊕ **or** ⊖ Press these keys while the phone is idle.

▶ **US: Ring tone?** ✓
▶ **UK: Ringer tone?** ✓ Select and confirm.

⊕ **or** ⊖ To adjust the ring tone: Keep pressing the keys until the desired tone is set.

✓ Save.

Step by Step

Adjusting the Attention Ring Volume

If you belong to a team that uses trunk keys, the telephone can alert you to other calls in the team even when you are engaged in another call → page 102. You hear the attention ring.

⊕ **or** ⊖ Press one of these keys while the phone is idle.

▶ **US: Attention Ring Vol?** ✓
▶ **UK: Volume?** ✓ Select and confirm.

⊕ **or** ⊖ To raise or lower the volume: Keep pressing the keys until the desired volume is set.

✓ Save.

Adjusting the Speakerphone to the Room Acoustics

To help the other party understand you clearly while you are talking into the microphone, you can adjust the telephone to the acoustics in your environment: "Quiet room", "Normal room" and "Noisy room".

⊕ **or** ⊖ Press one of these keys while the phone is idle.

▶ **Speakerphone mode?** ✓ Select and confirm.

⊕ **or** ⊖ To set the room type: Keep pressing these keys until the setting you want appears on the screen.

✓ Save.

Step by Step

Selecting the Language of Screen Prompts

You can change the dialog language in the "Phone" tab. To change the language in local applications, see → page 138.

Program/Service

Press the key. The LED lights up

▶ More features? ✓

Confirm.

▶ ✱48=Select language? ✓

or

Confirm.

✱ 4 8

Enter the code.

▶ 15=Spanish? ✓

Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Adjusting the Display to a Comfortable Reading Angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Step by Step

Locking the Telephone to Prevent Unauthorized Use

You can prevent unauthorized persons from using your telephone and its electronic notebook during your absence.

Precondition: You must have configured a personal identification number (PIN) for your telephone → page 66.

To lock and unlock the telephone:

▶ Changeover on? ✓

Select and confirm.

or

▶ Changeover off? ✓

or

✱ 6 6 **or** # 6 6

Enter the code for "on" or "off".

Enter the telephone lock PIN → page 66.

While the telephone is locked, a special dial tone sounds when you lift the handset. You can continue to dial internal numbers as usual.

Your telephone can also be locked or unlocked again by an authorized party → page 89.

Step by Step

Saving Your PIN

To use the functions
- to prevent unauthorized persons from using your telephone → page 65
- to use another telephone like your own → page 84
- to change your call number → page 85

you need to enter a personal identification number, which you can save yourself.

Program/Service

Press the key. The LED lights up

▶ ✱93=Change PIN? ✓

or

Confirm.

✱ 9 3

Enter the PIN.

Enter the current five-digit PIN.
If you have not yet assigned a PIN, use the PIN "00000" the first time you enter it.

Enter the new PIN.

Repeat the new PIN.

If you forget your PIN, contact your service personnel, who can reset your PIN to "00000".

Step by Step

Saving Station Numbers, Functions, Procedures and Appointments

You can save a frequently-dialed number, or frequently-used functions/procedures (comprising several operating steps) to any free key on your telephone or add-on device.
If you have programmed a Shift key, you can assign numbers and functions on two levels of the programmable keys. The second (Shift level) can accept only an external station number.

Saving Repertory Dialing Numbers on a Key

Program/Service

Press the key. The LED lights up

▶ ***91=Prog. feature key?** ✓

Select and confirm.

or

✱ 9 1

Enter the code.

if necessary

If the "Shift Key" has been configured → page 69, press the key.

Press the key. If the key is already in use, its assignment appears on the screen.

US: Change key? ✓
UK: Change feature? ✓

Confirm.

Repdial key? ✓

Confirm.

Enter the station number.

US: Save? ✓
UK: Save entry? ✓

Confirm.

Step by Step

or

If you make a mistake:

▶ **Previous?** ✓ Select and confirm. This deletes all entered digits.

US: Exit? ✓
UK: End? ✓ Confirm.

or

▶ **US: Another key?** ✓
▶ **UK: Program another key?** ✓ Select and confirm.

Simply press the key to dial a stored telephone number → page 55.
If you have saved an internal station number (=DSS call), the corresponding LED signals various states → page 70, → page 101.

You can do this while a call is in progress.

Storing Station Speed-Dial Numbers

You can store the ten numbers which you use the most and dial them using your own station speed-dial numbers: ∗0 through ∗9 → page 55.

Program/Service Press the key. The LED lights up

▶ **∗92=Change Speed-dial?** ✓ Confirm.

or

∗ 9 2 Enter the code.

Enter the speed-dial number you wish to use (∗0 to ∗9). If the speed-dial number is already in use, the programmed station number appears on the screen.

US: Change? ✓
UK: Change entry? ✓ Confirm.

First enter the external code and then the external station number.

US: Save? ✓
UK: Save entry? ✓ Confirm.

Step by Step

or

If you make a mistake:

▶ **Previous?** ✓ Select and confirm. This deletes all entered digits.

US: Next? ✓
UK: Next entry? ✓ Confirm.

or

▶ **US: Change?** ✓
▶ **UK: Change entry?** ✓ Select and confirm.

or

▶ **Delete?** ✓ Select and confirm.

or

▶ **US: Exit** ✓
▶ **UK: End** ✓ Select and confirm.

Assigning Functions to Keys

Program/Service Press the key. The LED lights up

▶ **✱91=Prog. feature key?** ✓ Select and confirm.

or

✱ 9 1 Enter the code.

Press the key. If the key is already in use, its assignment appears on the screen.

US: Change key? ✓
UK: Change feature? ✓ Confirm.

▶ ✓ Select and confirm the function, such as "Do not disturb".
All programmable functions appear on the screen. See Quick-Reference Operating Instructions (Appendix): section ... about function keys.

If necessary

▶ **US: Save incomplete** ✓
▶ **UK: Store incomplete text** ✓ Select and confirm.
Some functions (such as "Call forwarding") accept incomplete entries. This means you have to add more digits later on when you activate the function by pressing a key.

US: Exit? ✓
UK: End? ✓ Confirm.

or

▶ **US: Another key?** ✓
▶ **UK: Program another key?** ✓ Select and confirm.

Now press the key to access the function directly. If the function can be turned on and off, such as "Do not disturb", pressing the key multiple times turns the function on and off.

Step by Step

Meaning of LED Signals for Saved Functions:

Call forwarding, Forwarding - trunk, Forward Line, US: Night answer UK: Night Service, Do not disturb, Changeover, Advisory message, Ringer cutoff, HF answerback on/off, US: Join/leave group UK: Hunt group join/leave, Caller ID suppression, Call wait.term., Waiting tone off, Ring Transfer, Door opener on/off, Control Relay, Ringing group on, Shift Key, UCD (Available on/off, Work on/off, Night answer on/off):

Saved function is not active.

Saved function is active.

Callback:

You have not set a callback.

You have set a callback.

US: Mute (on/off) UK: Microphone On/Off:

The microphone is switched on.

The microphone is switched off.

Caller list:

No calls saved.

Call request saved.

Repdial key (internal), Direct station select:

The other party is not engaged in a call.

The other party is engaged in a call or has activated do not disturb.

Flashing rapidly - A caller is trying to reach you, please pick up the phone.
Flashing slowly - A caller is trying to reach another party, who has not yet answered.

Mailbox:

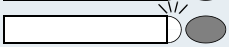
No messages present.

Message(s) present.

Call key, General call key, Trunk key, MULAP Key, Temporary MSN:

No call on assigned trunk.

Active call on assigned trunk.



Flashing rapidly- A call has arrived on this line; press the key to pick up the call.
Flashing slowly - A call on this line was placed on hold.

Step by Step

Trunk group key:
At least one trunk is free.

All trunks in the trunk group are busy.

View call charges:
No chargeable calls have been made since the last time call charges were displayed.

Chargeable calls have been made since the last time call charges were displayed.

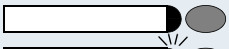
Call forwarding, Forward Line:

Flashing slowly - Either you or your trunk is the destination of a forwarded call.

Fax details:
No fax received or no message on answering machine.

Fax received or message on answering machine.

View number of calls:
No callers waiting



Flashing rapidly - Callers waiting (a certain number is exceeded).
Flashing slowly - Callers waiting (a certain number was reached).

The following functions are assigned to keys which have no LED:
Repdial key (external), Procedure key, Trace call, Speed-dial, Release call, Clear, US: Lock all phones UK: Telephone Lock, Send message, US: Directory UK: Phonebook, Call waiting, US: Connect/Toggle UK: Shuttle, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, US: Park UK: Call Park, Pickup - directed, Pickup - group, Account code, Show call charges, Page, Answer page, Timed reminder, Open door, DTMF dialing, Recall key, Room monitor, Hold key, Consultation, Associated dial, Associated serv., Tel. data service, Relocate.

Step by Step

Assigning a Procedure (Operating Steps) to a Key

Station numbers and functions which require additional inputs, i.e. comprise several operating steps, can be saved to a single key on your telephone.

Using the associated dial function, for example → page 37, you can save all the remaining inputs required (station number of the calling party + the station number to be dialed) to a single key.
Station numbers which require additional inputs but also dial pauses can also be stored.

Program/Service

Press the key. The LED lights up.

▶ ***91=Prog. feature key?** ✓

Select and confirm.

or

✱ 9 WXYZ 1

Enter the code.

Press the key. If a function has already been assigned to this key, a corresponding message is displayed.

US: Change key? ✓
UK: Change key? ✓

Confirm.

▶ **Procedure key?** ✓

Confirm.

Enter the procedure, e.g. "***67 231 089123456**".
*67= code for associated dial
231= station number of the calling party
089123456 = number to be dialed.

If necessary

Redial

To insert pauses, press this key (a "P" is displayed).

US: Save? ✓
UK: Save? ✓

Confirm.

or

If you make a mistake:

▶ **Previous?** ✓

Select and confirm. This deletes all digits entered.

Step by Step

US: Exit? ✓
UK: End? ✓

Confirm.

or

US: Another key? ✓
UK: Program another key? ✓

Select and confirm.

Select the stored procedure by pressing a key. Procedures containing functions which can be switched on/off can be activated by pressing the key, and deactivated by pressing the same key again.

You can also press a procedure key during a call. The stored digits are automatically sent as DTMF signals → page 34.

Step by Step

Saving Appointments

You can tell your telephone to give you a call when you want to be reminded of an appointment → page 24. To do this, you need to save the time you want the call to be made. You can enter a single appointment that will take place in the next twenty four hours, or you can enter a daily recurring appointment.

Program/Service — Press the key. The LED lights up

▶ *46=Timed reminder on? ✓ — Confirm.

or

*4 6 — Enter the code.

Enter a 4-digit time, such as 0905 for 9:05 (= 9.05 a.m.) or 1430 for 14.30 (= 2.30 p.m.).

If necessary 2 **or** 7 — If the selected language is "US English" (configure → page 64) you can enter the code 2 for "am" or 7 for "pm" (standard = "am").

One time only? ✓ — Confirm.

or

▶ Daily? ✓ — Select and confirm.

US: Save? ✓ / UK: Save entry? ✓ — Confirm.

Deleting and checking a saved appointment:

Program/Service — Press the key. The LED lights up

▶ #46=Timed reminder off? ✓ — Confirm.

or

4 6 — Enter the code.

Delete? ✓ — Confirm.

or

▶ US: Exit? ✓ / ▶ UK: End? ✓ — Select and confirm.

Step by Step

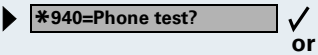
Testing the Telephone

Testing the Telephone Functions

You can test your telephone functions.

Precondition: Your telephone is idle.

Press the key. The LED lights up.



Select and confirm.

Enter the code.

If everything is OK,

- all LEDs on the telephone start flashing, including the ones on the key module (only the Program/Service menu LED lights up);
- your station number appears on the screen;
- all pixels in the display are activated;
- the ringer signal sounds.

Step by Step

Checking the Key Assignments

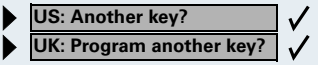
You can check the assignment of keys on your telephone to see which functions are programmed on which keys.

Press the key. The LED lights up.

Select and confirm.

Enter the code.

Press the key. The key assignment appears on the screen.



Select and confirm.

Select and confirm.

Step by Step

Call Forwarding

Using Variable Call Forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system.)

Special features must be taken into consideration if your telephone operates with HiPath 5000 RSM (system networking via PC network) → page 144!

▶ **Forwarding on?** ✓ or
✱ 1
Select and confirm.
Enter the code.

1=all calls? ✓ or
▶ **2=external calls only?** ✓ or
▶ **3=internal calls only?** ✓ or
1 or 2 abc or 3 def
Select and confirm.
Enter the code.

Enter the number of the telephone that is ringing.

US: Save? ✓
UK: Save entry? ✓
Confirm.

Deactivating call forwarding:

▶ **Forwarding off?** ✓ or
1
Select and confirm.
Enter the code.

When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination. Destinations: fax = 870, DID = 871, fax DID = 872.

Step by Step

Using Night Answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by the service personnel (standard night answer service) or by you (temporary night answer service).

Special features must be taken into consideration if your telephone operates with HiPath 5000 RSM (system networking via PC network) → page 145!

Activating this function:

▶ Night answer on? ✓

or

*4 4

Select and confirm.

Enter the code.

*=default? ✓

Press the "OK" dialog key to confirm (= standard night answer service)

or

*

Enter the code (= standard night answer service).

or

Enter the destination number (= temporary night answer service).

US: Save? ✓

UK: Save entry? ✓

Confirm.

Deactivating night answer:

▶ Night answer off? ✓

or

#4 4

Select and confirm.

Enter the code.

Step by Step

Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN) (Not for U.S.)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network.
For example, you can forward your phone line to your home phone after business hours.

▶ Trunk FWD on? ✓
or
✱ 6 4 — Enter the code.

1=immediate? ✓ — Select and confirm the line type you wish to use.
or
▶ 2=on no answer? ✓
or
▶ 3=on busy? ✓
or
1 or 2 or 3 — Enter the code.

Enter your DID number.

Enter the destination number (without the external code).

US: Save? ✓ — Confirm.
UK: Save entry? ✓

Deactivating call forwarding:

▶ Trunk_FWD_off? ✓ — Select and confirm.
or
6 4 — Enter the code.

✓ — Confirm the displayed call forwarding type.
or
1 or 2 or 3 — Enter the activated call forwarding type.

Enter your DID number.

Step by Step

Using Other Functions

Sending a Message

You can send short text messages to users who have system telephones.
Transmitted text messages are signaled in the same way as a callback request on system telephones (e.g. optiPoint 500 entry).

Creating and Sending a Message

▶ US: Send message? ✓
▶ UK: Send Message? ✓

Select and confirm.

or

✱ mno 6 tuv 8

Enter the code.

Enter the recipient's internal station number.

▶ Please callback ✓

Select and confirm the preprogrammed message (which can be changed by the service personnel).

or

0 ... wxyz 9

Enter the code directly.
The codes appear on the screen, next to the messages to which they are assigned.

or

▶ Enter message text? ✓

Select and confirm.

Step by Step

Entering text via the keypad

0 ... 9, *, #

Enter text (max. 24 characters) via the keypad. Digit keys must be pressed a specific number of times to enter letters.

Example:
"R" = Press the * key once and the 7 key three times.

key	1x	2x	3x	4x	5x
1	(1)	1	(2)		
2	a	b	c	2	
3	d	e	f	3	
4	g	h	i	4	
5	j	k	l	5	
6	m	n	o	6	
7	p	q	r	s	7
8	t	u	v	8	
9	w	x	y	z	9
0	(2)	.	-	0	
*	(3)				
#	(1)				

(1)Delete the character to the left
(2)Space
(3)Next letter in upper-case

if necessary 1 **or** #

Delete characters to the left of the cursor one by one.

or

Entering text via external keyboard

A B C

Enter text (max. 24 characters) via the external keyboard.

if necessary Backspace

Delete characters to the left of the cursor one by one.

For an overview of the external keyboard's key functions, see → page 113.

Step by Step

After entering text:

Send? ✓ Confirm.

Deleting/Displaying the Message Sent

▶ **View sent message?** ✓ Select and confirm.

or

#mno6 tuv8 Enter the code.

▶ ✓ Follow the display prompts.

Answering Messages

"Messages received" appears on your screen, along with an indication of the length.

US: View messages? ✓ Confirm.
UK: Display Messages? ✓

▶ ✓ Follow the display prompts.

Step by Step

Leaving an Advisory Message

You can leave an advisory message on your telephone screen for internal callers who want to reach you while you are away from your desk.
When another party calls you, the message appears on the caller's screen.

▶ **Advisory msg. on?** ✓ Select and confirm.

or

✱ 6 mno 9 wxyz Enter the code.

▶ **Will return at:** ✓ Select and confirm the preprogrammed message (which can be changed by the service personnel).

or

0 ... 9 wxyz Enter the code directly.
The codes appear on the screen, next to the messages to which they are assigned.

You can add numeric input to preprogrammed messages that end in a colon.

or

▶ **Enter message text?** ✓ Select and confirm.

A B C Enter text (max. 24 characters).

For a detailed description of the various text input options, see → page 81.

US: Save? ✓
UK: Save entry? ✓ Confirm.

Deleting Advisory Messages

▶ **Advisory msg. off?** ✓ Select and confirm.

or

6 mno 9 wxyz Enter the code.

or

If you have programmed an "Advisory message" key → page 69: The LED lights up. Press the key.

Step by Step

Using Another Telephone Like Your Own

Other people can temporarily use your telephone for outgoing calls as though it were their own.

Program/Service

Press the key. The LED lights up

▶ *508=Temporary Phone? ✓

or

Select and confirm.

*508

Enter the code.

Enter the other user's station number.

Enter the other user's telephone lock PIN.→ page 66.

If necessary

Change password

Users who have not yet selected a personal identification number are prompted to do so on their own telephones.

Dial the external number.

This state is canceled at the end of the call.

Step by Step

Change Call Number (Relocate)

You can put your call number on every other available telephone when it is set up (ask the service personnel). Your previous telephone then receives the old call number of your new telephone. The call number together with the settings (e.g. programmed keys) of the telephone are changed.

Precondition: Your old and new telephone are the first telephones at each connection. The telephone are in idle state.

The following procedure is carried out on the new telephone.

Program/Service

Press the key. The LED lights up.

▶ ***9419=Relocate?** ✓

or

Select and confirm.

* 9 4 1 9

Enter the code.

Enter your own call number.

Enter code (telephone lock) → page 66.
(This is not necessary if you have not determined a code yet).

Complete Relocate ✓

or

Confirm.

9 4 1 9

Enter the code.

If you exchange call numbers from different system telephones, all programmed keys are replaced with the default assignment.
You can, however, connect your telephone to another connection and carry out the procedure.

Step by Step

Fax Details and Message on Answering Machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → page 69, the key lights up when a fax or a message has been received.

Deactivating indication:

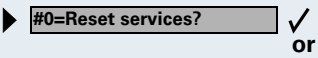
Press the illuminated "Fax details" key. The LED goes out.

Resetting Services and Functions (System-Wide Cancellation for a Telephone)

There is a general reset procedure for activated functions. The following functions are canceled, if they were activated:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunting group off
- Suppress call ID
- Waiting tone off
- DND on
- Ringer cutoff on
- Messages received:
- View callbacks

Press the key. The LED lights up



Select and confirm.

Enter the code.

Step by Step

Silent Monitor ($U_{P0/E}$ only)

If this function has been configured (contact your service personnel), you can join a call already in progress at an internal station and listen in unnoticed.

Enter the code.

Enter the internal station number.

Monitoring a Room

A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor.
Calling this telephone lets you hear what is going on in the room.

Activating the telephone to be monitored:

Press the key. The LED lights up

Select and confirm.

or

Enter the code.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored:

Press the illuminated key. The LED goes out.

or

Replace the handset.

Monitoring the room:

Enter the internal number if the telephone in the room you wish to monitor.

Step by Step

Activating Functions for Another Telephone

If this function has been configured (contact your service personnel), you can turn the following functions on and off for other telephones. This feature is also known as associated service.

- Do not disturb,
  code: *97/#97 → page 25
- Call forwarding,
  code *11, *12, *13/#1 → page 77
- Locking and unlocking telephone,
  code *66/#66 → page 65
- Group ringing,
  code *81/#81 → page 104
- Leaving an advisory message,
  code *69/#69 → page 83
- Group call,
  code *85/#85 → page 104
- Reset services and functions,
  code #0 → page 86
- Control relay,
  code *90/#90 → page 93
- Night service,
  code *44/#44 → page 78
- Timed reminders,
  code *65 → page 74

Program/Service

Press the key. The LED lights up

▶ *83=Associated serv.? ✓

or

Confirm.

*8 3

Enter the code.

Enter the internal number of the telephone for which you want to activate the function.

Enter the code, such as *97 for do not disturb.

Follow the prompts on the screen for any further input.

Step by Step

Locking Another Telephone to Prevent Unauthorized Use

If this function has been configured (contact your service personnel), you can lock other telephones to prevent unauthorized use, and later unlock them again.

You can use this function to unlock the telephone for users who have locked their telephones and then forgotten their PINs.

Program/Service

Press the key. The LED lights up

US:*943=Lock all phones? ✓
UK:*943=Telephone Lock? ✓
or

Confirm.

*9wxyz 4ghi 3def

Enter the code.

Enter the internal number of the telephones that you want to lock or unlock.

*=lock phone? ✓
or
#=Unlock phone? ✓
or
* or #

Confirm.

Enter the code.

Using System Functions from the Outside (DISA: Direct Inward System Access)

If this function has been configured (contact your service personnel), you can set up external outgoing calls from outside the system, just like an internal user. You can also activate and deactivate the following functions in your system:

- Reset services and functions, code #0 → page 86
- Call forwarding, code: *1/#1 → page 77
- Lock and unlock all phones, code: *66/#66 → page 65
- Save PIN, code: *93 → page 66

Step by Step

- Send a message,
  code: *68/#68 → page 80
- Leave an advisory message,
  code: *69/#69 → page 83
- Group ringing, code: *81/#81 → page 104
- Group call, code: *85/#85 → page 104
- Suppress caller ID,
  code: *86/#86 → page 33
- Waiting tone, code: *87/#87 → page 22
- Open door, code: *61 → page 28
- Door opener on/off, code: *89/#89 → page 29
- Control relay, code *90/#90 → page 93
- Do not disturb, code: *97/#97 → page 25
- Ringer cutoff function, code: *98/#98 → page 26
- Speed-dialing, code: *7 → page 55
- Associated service, code: *83 → page 88

Precondition: You have a telephone that uses tone dialing (DTMF dialing) or you can switch your telephone to tone dialing. The telephone is not connected to the system.

Set up a call to the system. Enter the station number (contact your service personnel).

Wait for a continuous tone (if necessary switch the telephone to tone dialing), then enter the internal number that has been assigned to you and the associated PIN.

Enter the code (necessary only if programmed in the system).

Wait for a dial tone and then enter the code, such as *97 for Do not disturb on. Make other inputs as necessary; (refer to the operating instructions for pulse and DTMF telephones).

or

Dial the external number.

You can only execute one function at a time, or set up only one outgoing connection.
The connection is immediately released after successful activation of a function.
In the case of an external-external call, the connection is released as soon as either of the parties ends the call.

Step by Step

Using Functions in ISDN via Code Dialing (Keypad Dialing)

If authorized (contact your service personnel), you can set ISDN functions via code dialing in some countries.

Program/Service

Press the key. The LED lights up.

✱503=Keypad dialing? ✓

or

Confirm.

✱ jkl 5 0 def 3

Enter the code.

Enter the number of the trunk you wish to use (contact your service personnel).

Entering a code for required ISDN function.

Contact your network provider to find out which ISDN functions can be code-controlled in your country.

Siemens AG shall not be liable for damages/ costs which may be incurred by fraudulent activities or remote operation (e.g. toll fraud).

Step by Step

Controlling Connected Computers or Other Programs and Telephone Data Service (HiPath 3500/3550/3700/3750 Only)

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Precondition: You have set up a connection.

Program/Service

Press the key. The LED lights up

✱42=Tel. data service? ✓

Confirm.

or

✱ 4 2

Enter the code.

The connected computer now prompts you to enter the data, which you can do in one of two ways. Contact your service personnel to find out which option is programmed in your system:

- Input in en-bloc mode

0 ... 9

Enter data.

#

Press this key at the end of the entry.

or

Entry complete? ✓

Confirm.

or

- Input in online mode:
  The connected computer processes your entries directly.

#

Enter the code.

0 ... 9

Enter data.

Step by Step

Controlling Relays

If this function has been configured (contact your service personnel), you can turn up to four relays on and off to control different facilities (such as a door opener). Depending on how they are programmed, you can switch the relays on and off or switch them on and have them switched off automatically after a timeout.

Special features must be taken into consideration if your telephone operates with HiPath 5000 RSM (system networking via PC network) → page 147!

▶ *90=Control Relay On? ✓

or

▶ #90=Control Relay Off? ✓

or

Select and confirm.

✱ 9 0 or # 9 0

Enter the code for "on" or "off".

1 ... 4

Enter the relay.

Sensors (HiPath 3300/3350/3500/ 3550 Only)

If this function has been configured (contact your service personnel), sensors detect signals, causing your phone to ring and a message to appear on your screen.

Step by Step

Radio Paging (Not for U.S.)

If paging equipment is connected to your system (contact your service personnel), you can contact people via their pocket receivers.

The pocket receiver indicates to the person you are looking for that someone is trying to get in touch. The person you page can then go to the nearest telephone and call you.

The operating procedures differ according to the type of radio paging equipment connected (simple or enhanced paging equipment).

Simple Paging Equipment

Paging:

To be paged, you must have activated a call ringing group → page 106, call forwarding → page 77, or call redirection (ask the service personnel) to the internal station number of your paging equipment.
A call request is then signaled automatically.

Answering the page from the nearest telephone:

Lift the handset.

✱ 5 9 Enter the code.

Enter your own station number.

Enhanced Paging Equipment (Hipath 3700/ 3750 Only)

Paging:

Program/Service Press the key. The LED lights up.

▶ ✱45=Page? ✓ Select and confirm.
or

✱ 4 5 Enter the code.

Enter the number of the party you want to page.

Step by Step

▶ 1=Display information? ✓
or
▶ 2=Text? ✓

Select and confirm.

Answering the page from the nearest telephone:

Lift the handset.

Program/Service

Press the key. The LED lights up.

▶ #45=Answer page? ✓
or

Select and confirm.

✱ 4 5

Enter the code.

Enter your own station number.

Step by Step

Team and Executive/Secretary Functions with Trunk Keys

If this function has been configured (contact your service personnel), you belong to a team of users for whom special keys were programmed:

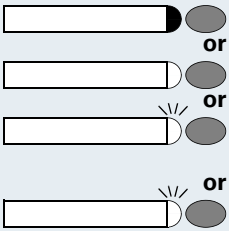
- Trunk keys (MULAP keys)
- Direct station selection keys
- Group call key
  (not on the executive telephone in an executive/secretary team)
- Ring transfer keys
  (only in an executive/secretary team)

As a team member, you can also program these keys yourself ("MULAP Key", "Direct station select", "US: Join/leave group UK: Hunt group join/leave", "Ring Transfer: on/off") → page 69. You can also program a call forwarding key ("Forward Line") for each line.

Using Trunk Keys

A separate trunk is assigned to each team member. All other team members have the same trunk keys for these trunks on their telephones. This means that every team member can use all programmed trunk keys. Each team member can also be reached under a separate station number, if one was assigned.

Meaning of LED Indications on Trunk Keys:



Trunk key LED is off - Trunk is free and can be used.

Trunk key LED is lit - Trunk is in use.

Trunk key LED is flashing **rapidly** - A call on the trunk needs to be answered.

Trunk key LED is flashing **slowly** - A call on hold is waiting.

Step by Step

Answering Calls with Trunk Keys

Precondition: Your telephone is ringing and/or the trunk key is flashing rapidly.

If necessary

Press the rapidly flashing trunk key.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

Making Calls with Trunk Keys

If necessary

Press the free trunk key that you want to use to set up your call.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Dial the station number.

When the other party answers, Lift the handset.

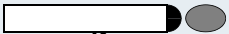
or

With on-hook dialing: Use speakerphone mode.

Using a Trunk Key to Place a Call on Hold and Retrieve it Again

Precondition: You are conducting a call over a trunk in your group. The US: "Hold" UK: "Common Hold" key has been programmed on your telephone → page 69.

Placing a call on hold:



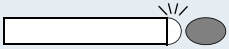
Press the US: "Hold" UK: "Common Hold" key.

If necessary

or Release

Replace the handset or press the key.
Depending on the configuration (contact your service personnel), this may be necessary so other team members can also pick up the call on hold.

Step by Step

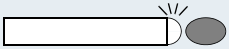


Retrieving the call:

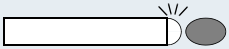
Press the slowly flashing trunk key.

Switching Between Phone Calls on Multiple Trunks

Precondition: You are conducting a call over a trunk in your group. Another trunk key starts flashing.



Press the flashing trunk key. The first party is placed on hold on the other trunk.



Press the slowly flashing trunk key. The second party is placed on hold.

You can switch between the two call as many times as you wish. Always press the slowly flashing trunk key.

Step by Step

Forwarding Calls on Lines

You can immediately forward internal or external calls on your lines to different internal or external telephones (destinations); even external destinations are possible in certain system configurations.
Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.

Program/Service

Press the key. The LED lights up

▶ *501=Forward Line: On? ✓

or

Select and confirm.

*501

Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

or

If available. Press the "Forward Line" key.
(You have stored the incomplete "Forward Line" function on the key, excluding the call forwarding type and destination → page 69.)

1=all calls? ✓

or

Select and confirm.

▶ 2=external calls only? ✓

or

▶ 3=internal calls only? ✓

or

1 or 2 or 3

Enter the code.

Enter the destination number.

US: Save? ✓
UK: Save entry? ✓

Confirm.

or

If available. Press the "Forward Line" key. (You have stored the call forwarding type and destination on the "Forward Line" key → page 69.)

Step by Step

Deactivating call forwarding:

Program/Service

Press the key. The LED lights up

#501=Forward Line: Off? ✓

Select and confirm.

or

#501

Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk key you wish to use.

or

If available. Press the "Forward Line" key.

If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Meaning of LED Indications on the "Forward Line" Keys:

The LED on the "Forward Line" key is off - call forwarding is not active for this trunk.

or

LED on the "Forward Line" key is lit - call forwarding is active for this trunk.

or

LED on the "Forward Line" key is flashing **slowly** - the trunk is a call forwarding destination.

Step by Step

Using DSS Keys

Each team member has a DSS key for every other member in the team.
This enables every team member to reach all other members of the team directly, simply by pressing a key.

Meaning of LED Indications on DSS Keys

LED on the DSS key is off - the team member is not engaged in a phone call.

or

LED on the DSS key is lit - the team member is engaged in a phone call or has activated do not disturb.

or

LED on the DSS key is flashing **rapidly** - a call has arrived for you and needs to be answered.

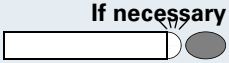
or

LED on the DSS keys is flashing **slowly** - a caller is trying to reach another member of your team, who has not yet answered.

Using DSS Keys to Answer Calls

Precondition: Your telephone is ringing and/or a DSS key is flashing.

If necessary



Press the flashing DSS key.
This is not necessary if you are receiving a DSS call and the DSS key is flashing rapidly.

Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

Calling a Team Member Directly

Press the direct station selection key.

or

If the team member you wish to reach is engaged in another call, the DSS key on your telephone is illuminated. You can make the call even in this case.

When the other party answers: Lift the handset.

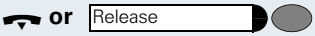
or

With on-hook dialing: Use speakerphone mode.

Step by Step

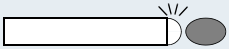
Transferring a Call in Progress

Press the DSS key and announce the call, if desired.



Replace the handset or press the key.

Accepting a Call for Another Team Member



Press the flashing DSS key or trunk key.

Lift the handset.

With on-hook dialing: Use speakerphone mode.

Joining or Leaving a Group Call (Not for the Executive Telephone in an Executive/Secretary Team)

By default, your telephone rings when a call arrives on your line.
If you want your phone to ring even when calls arrive on other lines, you can turn your ringer on and off for each line in your group → page 104.

Your telephone rings (one time only or every four seconds) even when you are engaged in another call (attention ring volume → page 63).

Step by Step

Transferring Calls Directly to the Executive (Only in an Executive/ Secretary Group)

Normally, audible signaling of all calls for the executive is heard only in the secretary's office.
You can activate audible signaling so that calls are only signaled on the executive telephone and on a second telephone assigned to it.

Activating ring transfer:

Press the "Ring Transfer" key. The LED lights up.

or

Program/Service

Press the key. The LED lights up

▶ ✳502=Ring Transfer: On? ✓

Select and confirm.

or

✳ 5 0 2

Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

Deactivating ring transfer:

Press the "Ring Transfer" key. The LED goes out.

or

Program/Service

Press the key. The LED lights up

▶ #502=Ring Transfer: Off? ✓

Select and confirm.

or

5 0 2

Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

Step by Step

Using Other Team Functions

Turning Group Call On and Off

If this function has been configured (contact your service personnel), you belong to one or more groups of users who can each be reached under a hunt group or group call number.
Incoming calls are signaled on all group member telephones in the order in which they are received (hunt group) or simultaneously (= group call) until one member of the group accepts the call.
You can also belong to a team (including executive/secretary ones) in which station numbers are programmed on trunk keys → page 96.

Each member of the group remains available under his or her own station number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including an executive/secretary team).
If the LED on a programmed "US: Join/leave group UK: Hunt group join/leave" key → page 69 is illuminated, this means that the audible tone was activated for at least one group.

Special features must be taken into consideration if your telephone operates with HiPath 5000 RSM (system networking via PC network) → page 143!

You belong to a hunt group or a group call:

▶ US: Leave group? ✓
▶ UK: Leave hunt group? ✓

or

▶ US: Join group? ✓
▶ UK: Join hunt group? ✓

Select and confirm.

or

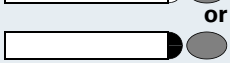
8 5 or * 8 5

Enter the code for "leave" or "join".

or

Press the Hunt group join/leave key.

or



Step by Step

You belong to multiple groups or to one group with trunk keys (including executive/secretary teams).

US: Leave group? ✓
UK: Leave hunt group? ✓
or
US: Join group? ✓
UK: Join hunt group? ✓

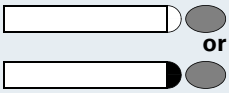
Select and confirm.

or

#85 or *85

Enter the code for "leave" or "join".

or



Press the "Hunt group join/leave" key.

or

301 x group name
or
301 group name

If an "x" appears between group/trunk number (such as 301) and group name, the audible tone is active for this group or trunk.
No "x" means that the audible tone was deactivated.

Next? ✓

Press the "OK" dialog key to confirm your selection and display the next group or trunk number and group name.

or

US: Leave group? ✓
UK: Leave hunt group? ✓

Select and confirm. This turns off the audible tone for the displayed group or trunk.

or

US: Join group? ✓
UK: Join hunt group? ✓

Select and confirm.
This turns off the audible tone for the displayed group or trunk.

or

#=Leave all groups? ✓

Select and confirm.
This turns off the audible tone for all groups and trunks.

or

#

Enter the code for "Leave all groups".

or

*=Rejoin all groups? ✓

Select and confirm.
This turns off the audible tone for all groups and trunks.

or

*

Enter the code for "Join all groups".

Step by Step

If you deactivate the audible tone for another group or trunk, or deactivate it for all groups and trunks to which you belong, a special dial tone sounds when you lift the handset.

Accepting a Call for Another Member of Your Team

You can accept calls for other telephones in your team from your telephone even while engaged in another call. To do this, contact your service personnel to find out if a pickup group has been configured.

Precondition: You telephone rings briefly. The following message appears on the display: "Call for: ".

Pickup - group? ✓ or

Confirm.

Program/Service

Press the key. The LED lights up.

*51 7

Enter the code.

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at up to five other internal phones. The person who answers first receives the call.

Special features must be taken into consideration if your telephone operates with HiPath 5000 RSM (system networking via PC network) → page 146!

Step by Step

Saving, displaying, and deleting telephones for the ringing group:

Program/Service

Press the key. The LED lights up

▶ ✱81=Ringing group on? ✓

or

Select and confirm.

✱ 8 1

Enter the code.

▶ ✓

Follow the display prompts (enter the internal station number).

Removing all telephones in call ringing group:

▶ Ringing group off? ✓

or

Select and confirm.

8 1

Enter the code.

Step by Step

Uniform Call Distribution (UCD)

If this function has been configured (contact your service personnel), you belong to a group of users (agents) to whom calls are distributed.
An incoming call is always assigned to the agent who has had the longest break without a call.

Logging on and off at the beginning and end of your shift:

Program/Service — Press the key. The LED lights up

UCD? ✓ — Select and confirm.

*401=Log on? ✓ — Confirm.

or

#401=Log off? ✓

or

✱ 4 0 1 or # 4 0 1 — Enter the code for "Log on" or "Log off".

To log on, enter your identification number ("Agent: "). Contact your service personnel to find out what it is.

Logging on and off during your shift:

Program/Service — Press the key. The LED lights up

UCD? ✓ — Select and confirm.

#402=Not available? ✓ — Confirm.

or

*402=Available? ✓

or

✱ 4 0 2 or # 4 0 2 — Enter the code for "Not available" or "Available".

Step by Step

Requesting and activating a work time:

If you want to follow-up on the last call you answered without being disturbed, you can request and activate a work time. This removes your telephone from the call distribution cycle for a programmable period of time until you log back on.

Program/Service — Press the key. The LED lights up.

UCD? ✓ — Select and confirm.

*403=Work on? ✓ — Confirm.

or

#403=Work off? ✓

or

*403 or #403 — Enter the code for "on" or "off".

Turning the night service on and off for UCD:

Program/Service — Press the key. The LED lights up.

UCD? ✓ — Select and confirm.

*404=UCD night on? ✓ — Confirm.

or

#404=UCD night off? ✓

or

*404 or #404 — Enter the code for "on" or "off".

Display the number of waiting calls:

Program/Service — Press the key. The LED lights up.

UCD? ✓ — Select and confirm.

*405=Calls in queue? ✓ — Confirm.

or

*405 — Enter the code for "on" or "off".

Step by Step

Using Local Applications

Entering Characters

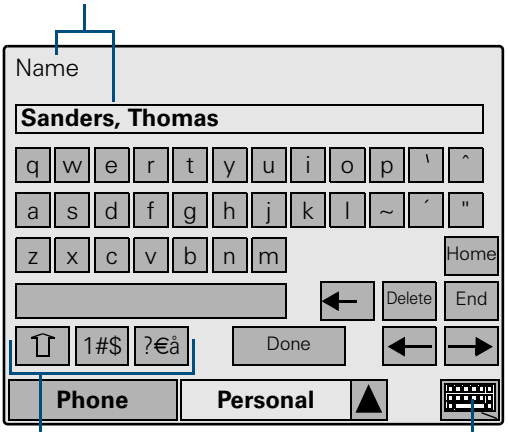
You can enter text, digits and symbols in local applications in any of the following ways:

- via the keypad on the display – a keypad appears on the display (see below),
- by repeatedly pressing keys on the keypad → page 112 or
- by using an external USB keyboard – connected via the USB interface → page 113.

Touchscreen Keypad

Show the touchscreen keypad.

Field name and input field in a local application, e.g. "Personal"



Softkey for showing and hiding the touchscreen keypad

Softkeys for shifting between upper and lower case and shifting to numerical signs, punctuation marks and symbols.

The positioning of the alphanumeric keys depends on the local language settings for the optiPoint 600 office → page 138.

Step by Step

e.g. a b c

Enter alphanumeric characters and symbols.

\ ^ ´ ~ "

Switch to diacritical marks.
The option for entering characters, such as " è ", is active when the relevant softkeys appear on the touchscreen (e.g. " e " is displayed as " è ") and by the inversion of the switching softkey (softkey is black).

In addition to the alphabetical softkeys, the following softkeys are available:

⇧ **or** ABC

Shift to upper case.

⇩ **or** abc

Shift to lower case.

1#$

Shift to the first alternative key assignment (e.g. numeric characters, punctuation marks, brackets).

?€å

Shift to the second alternative key assignment (e.g. currency symbols).

Home

Place the cursor at the beginning of the line.

←

Delete characters to the left of the cursor one by one.

Delete

Delete characters to the right of the cursor one by one.

End

Move the cursor to the end of the line.

← →

Move the cursor to the left/right.

Done

Hide the touchscreen keypad and accept the new or modified text in the input field.

Step by Step

Entering Characters via the Keypad

The table shows how to enter characters in a local application's text fields (e.g. in the personal directory → page 114) using the keys on the dialing keypad.

Example: "+" = press the # key 10 times.

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x	15x
1	1														
2 abc	a	b	c	à	á	â	ä	ç	2						
3 def	d	e	f	è	é	ê	3								
4 ghi	h	i	ì	í	î	4									
5 jkl	j	k	l	5											
6 mno	m	n	o	ñ	ò	ó	ô	ö	6						
7 pqrs	p	q	r	s	ß	7									
8 tuv	t	u	v	ù	ú	û	ü	8							
9 wxyz	w	x	y	z	9										
0	(1)	0													
*	(2)														
#	#	*	.	,	:	;	’	"	-	+	=	$	&	%	@
Key	**16x**	**17x**	**18x**	**19x**	**20x**	**21x**	**22x**	**23x**	**24x**	**25x**	**26x**	**27x**	**28x**	**29x**	
#	(	)	[	]	<	>	/	\	!	?	~	|	^	_	

(1)Space
(2)Switch from upper case to lower case and vice versa

In fields that only accept numerical characters, e.g. a call number field, only the digit values associated with a key are entered.
Example: Pressing the 3 def key three times produces "333".

Additional keys

Delete characters to the left of the cursor one by one.

Save entries. The display changes to the previous screen.

Step by Step

External Keyboard

Key functions are easy to use with the optional external keyboard.

Alt + Tab — Toggle between the **Phone tab**, the **Applications tab** and the **Menu key** in the Display menu (for information on the Display menu, see → page 14).

1 2 3 — In menus: Switch to the relevant submenu (in the example: to submenu " 1 ", " 2 " or " 3 ").

← → — General: Change the focus* to the button to the left/right.
In text fields: Move the cursor to the left/right.

↑ ↓ — General: Change the focus* to the button above/below.
In lists and list fields: Scroll up/down.

PgUp PgDn — In lists and list fields:
Jump to the first/last entry.

Home — In text fields: Move the cursor to the start of the line.
In lists: Jump to the first entry.

End — In text fields: Move the cursor to the end of the line.
In lists: Jump to the last entry.

a 1 % — In text fields:
Edit alphanumeric characters and symbols (in the example: the characters " a ", " 1 " and " % ").

Del — In text fields: Delete characters to the right of the cursor.
In the caller list: Delete the selected entry.

Back space — In text fields: Delete characters to the left of the cursor.

Esc — General: Deactivate a selection, cancel the display.
In menus: Switch to the previous menu level.

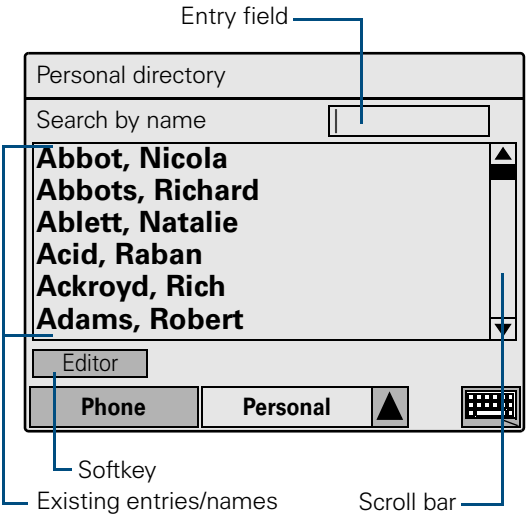
Enter — General: Execute the selected function.
In menus: Switch to the submenu of the focussed* button.

* Focus, focussed:
Button is "activated", indicated by a surrounding frame.

Step by Step

Personal Directory

The Personal function on your optiPoint 600 office enables you to save telephone numbers and further information about other parties, e.g. addresses and fax numbers of calling parties.
Three different call numbers and four additional information items can be entered for each name/entry.



Entries are automatically sorted in alphabetical order. You can search for specific entries.

Directory entries can be exchanged with a PC or LAN server via a USB or LAN interface → page 124 and → page 125.

For information on dialing from the personal directory, see → page 51.

Step by Step

Creating a New Entry

Personal

Click on the Personal tab.
The personal directory opens.

Editor

Click on the softkey.

If the "Editor" softkey does not appear, press "Cancel", "Menu" or "Exit" until the softkey is displayed.

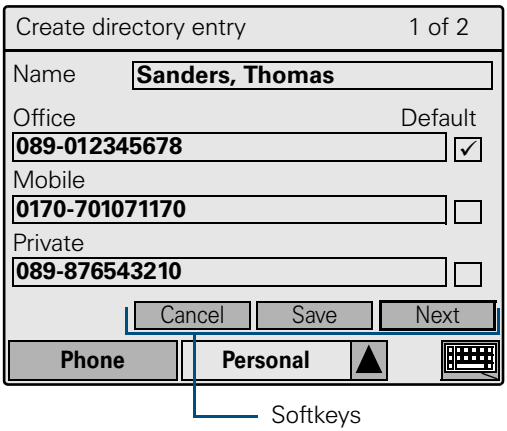
if necessary

Enter the password (default password: 123456) and confirm with "OK" or ✓.
To change the password → page 140.

2 **or** 2

Click on the "Create new entry" menu item or enter the code.

The first page of the two-page "Create directory entry" input form appears .



A B C

Click on the required field and make your entries (Entering characters → page 110).

if necessary

Delete characters to the left of the cursor one by one.

Step by Step

On page 1 you can enter a name and up to three telephone numbers, On page 2 you can enter any additional information such as company and department names.

- "Name" is the only field that may not be left empty. You can enter any combination of letters, numbers and symbols in this field
- The three telephone number fields will only accept certain characters: digits from 0 to 9 and spaces. You can set which of the call numbers entered should be automatically dialled when dialing from the personal directory (default call number) by entering a checkmark beside every call number field → page 51. A checkmark automatically appears when the first call number is entered.
- You can enter any combination of letters, numbers and symbols in the four fields on the second page.
- Captions such as "Name" or "Mobile" can be configured individually → page 127

Saving entries, making additional entries, canceling

Save — Save the entries you made in the personal directory. The display changes to a blank form for entering a new entry.

Next — On page 1 of 2 only: Display page 2 of the input form for this entry.
The softkey caption changes to "Previous".

Previous — On page 2 of 2 only: Display page 1 of the input form for this entry.
The softkey caption changes to "Next".

Cancel — Cancel the display. If you have made any changes, confirmation will be requested.
The display changes to show the Editor menu.

Step by Step

Selecting/Finding an Entry to be Modified or Deleted

Precondition: The personal directory contains entries/ names with call numbers → page 115.

Personal

Click on the Personal tab.
The personal directory opens.

Editor

Click on the softkey.

If the "Editor" softkey does not appear, press "Cancel", "Menu" or "Exit" until the softkey is displayed.

if necessary

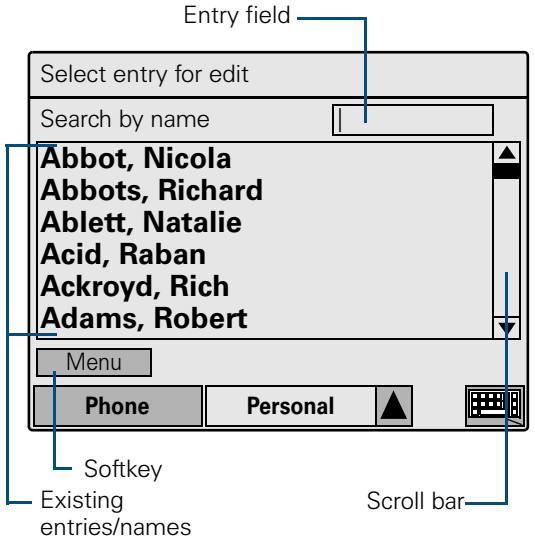
Enter the password (default password: 123456) and confirm with "OK" or ✓.
To change the password → page 140.

1 **or** 1

Click on the "Find existing entry" menu item or enter the code.

The "Find existing entry" option cannot be selected if entries have not yet been created. To create entries, see → page 115.

The search list appears:



Step by Step

Mark the name you want.
A scroll bar is displayed if more than six names are saved. You can browse the list by dragging the scroll bar.

or

A B C

Enter the name you want or just the initial letters in the "Search by name" field (Entering characters → page 110); the selected entry is highlighted inversely).
Every letter entered narrows down the selection. Up to six of the names found are displayed at a time.

if necessary

Delete the letters to the left of the cursor one by one.

Selecting an entry will display the following softkeys:

Menu — The display changes to the Editor menu.

Cancel — Cancel the current selection and empty the input box.

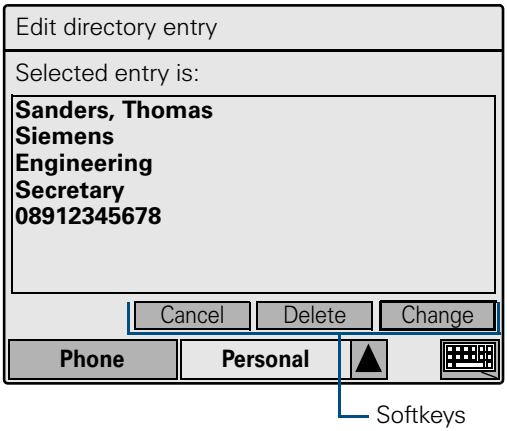
Edit — Open the selected entry for editing → page 119.

Step by Step

Editing/Deleting/Changing an Entry

Precondition: You have marked an entry/name and clicked on the "Edit" softkey → page 51 or → page 117.

The name is displayed with all additional information:



Canceling an entry

Cancel

Cancel display.
The display changes to the directory list → page 51 or the search list → page 117.

Deleting an entry

Delete

Delete the selected entry after checking for confirmation.
Once the entry has been deleted, the display changes to the directory list → page 51 or the search list → page 117.

For information on deleting all entries in the personal directory, see → page 123.

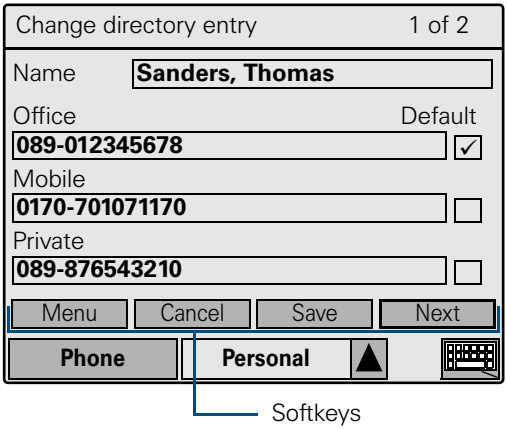
Step by Step

Changing an entry

Change

Click on the softkey.

The first page of the two-page "Change directory entry" input form appears.



A B C

Click on the required field and make your changes (Entering characters → page 110).

if necessary

Delete characters to the left of the cursor one by one.

On page 1 you can change the name and up to three telephone numbers, On page 2 you can change any additional information such as company and department names.

The procedure is the same as for creating a new entry → page 116.

Step by Step

The following softkeys are available:

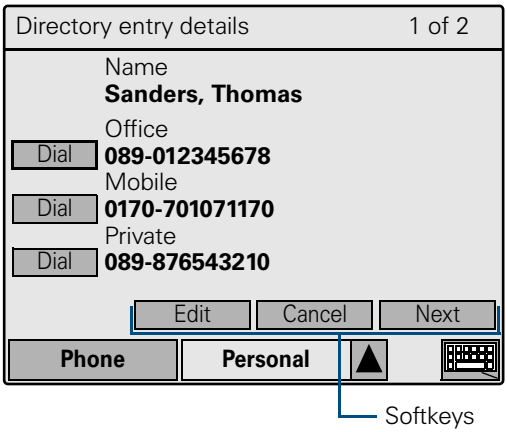
Menu	Cancel the display. If you have made any changes, confirmation will be requested. The display changes to Editor-menu.
Cancel	Cancel the display. If you have made any changes, confirmation will be requested. The display changes to the directory list → page 51 or the search list → page 117. Otherwise, the "Selected entry is:" display appears.
Save	Save changes to data (page 1 and 2 of the form). This softkey is only available if changes have actually been made. The display goes to the "Personal Directory Options" → page 51 or the search list → page 117.
Next	On page 1 of 2 only: Display page 2 of the form. The softkey caption changes to "Previous".
Previous	On page 2 of 2 only: Display page 1 of the form. The softkey caption changes to "Next".

Step by Step

Displaying an Entry

Precondition: You have marked an entry/name and clicked on the "Details" softkey → page 51.

The first page of the two-page "Directory entry details" appears showing detailed information.



Page 1 shows the name and a maximum of three telephone numbers, Page 2 shows any additional information such as company and department names.

The following softkeys are available:

Dial — On page 1 of 2 only: Dial one of the numbers listed in this entry.
The display changes to "Phone" → page 14.

Edit — For information on editing the entry displayed, see → page 119.

Cancel — Cancel the current selection.
The display changes to the directory list → page 51.

Next — On page 1 of 2 only: Show the second page of details for this entry.
The softkey changes to "Previous."

Previous — On page 2 of 2 only: Show the first page of details for this entry. The softkey changes to "Next".

Step by Step

Displaying the Number of Existing Entries

Personal

Click on the Personal tab.
The personal directory opens.

Editor

Click on the softkey.

If the "Editor" softkey does not appear, press "Cancel", "Menu" or "Exit", until the softkey is displayed.

if necessary

Enter a password (default password: 123456) and confirm with "OK" or ☑.
To change the password→ page 140.

3 **or** 3

Click on the menu item "Statistics" or enter the code.

The number of directory entries available is displayed.

Deleting all Entries

You can delete all the entries in your personal directory at once. Changed captions → page 127 will remain unaffected.

To delete individual entries in the personal directory, see → page 119.

Service

Click on the Service tab.

2 **or** 2

Click on the menu item "Personal Options" or enter the code.

if necessary

Enter a password (default password: 123456) and click "OK". To change the password → page 140.

1 **or** 1

Click on the menu item "Personal Directory Options" or enter the code.

2 **or** 2

Click on the menu item "Delete all entries" or enter the code.

OK

Click on the softkey in the dialog box.

The display changes to the "Personal Directory Options" menu.

Step by Step

Importing or Exporting a Personal Directory via USB

You can transfer all your personal directory entries from your PC to your optiPoint 600 office and use your optiPoint 600 office to save these entries on your PC.

Preconditions: A USB connection* is active between the PC and your optiPoint 600 office and the "ENB Update Tool comfort" program was installed and configured by yourself or the service personnel.

The "ENB Update Tool" program and a detailed description of how to transfer data can be downloaded from the Internet page www.hipath.com.

* USB cable part number: S30267-Z360-A30-1, the necessary USB driver (included in the "CallBridge TU" program) is available at the following Internet address: www.hipath.com.

Step by Step

Importing/Exporting the Personal Directory via LAN

You can transfer all personal directory entries from a server in your LAN to your optiPoint 600 office and use your optiPoint 600 office to save these entries on the LAN server.

Precondition: LAN-based transmission must have been configured correctly → page 126.

Service — Click on the Service tab.

2 **or** 2 — Click on the menu item "Personal Options" or enter the code.

if necessary — Enter a password (default password: 123456) and click "OK". To change the password → page 140.

1 **or** 1 — Click on the menu item "Personal Directory Options" or enter the code.

3 **or** 3 — Click on the menu item "Directory transfer" or enter the code.

2 **or** 2 — Click on the menu item "Transfer via LAN" or enter the code.

1 **or** 1 — To **import** data **into optiPoint 600 office,** click on the menu item "Import Directory" or enter the code.

or

2 **or** 2 — To **export** data **from optiPoint 600 office,** click on the menu item "Export Directory" or enter the code.

Wait until all data has been transferred.

OK — Click on the softkey, to apply the changes.

The display changes to the menu "Directory transfer".

Step by Step

Settings for data transfer via LAN

Incorrect settings for the transfer of data via LAN will cause problems when importing and exporting personal directory data → page 124!

Service	Click on the Service tab.
2 **or** abc 2	Click on the menu item "Personal Options" or enter the code.
if necessary	Enter a password (default password: 123456) and click "OK". To change the password → page 140.
1 **or** 1	Click on the menu item "Personal Directory Options" or enter the code.
3 **or** def 3	Click on the menu item "Directory transfer" or enter the code.
3 **or** def 3	Click on the menu item "Directory server details" or enter the code.
0 **...** wxyz 9	Enter the IP number of the server with which a LAN connection has been established.
A B C	Enter the pathname to the CSV file on the server.
Next	Click on the softkey to display the next page.
A B C	Enter user account.
A B C	Enter password.
A B C	Enter user name.
Save	Click on the softkey to conclude the process.
	The display changes to the menu "Directory transfer".

Step by Step

Changing Captions

You can change the captions such as "Name" or "Mobile" that designate the details of a directory entry → page 122.

Service — Click on the Service tab.

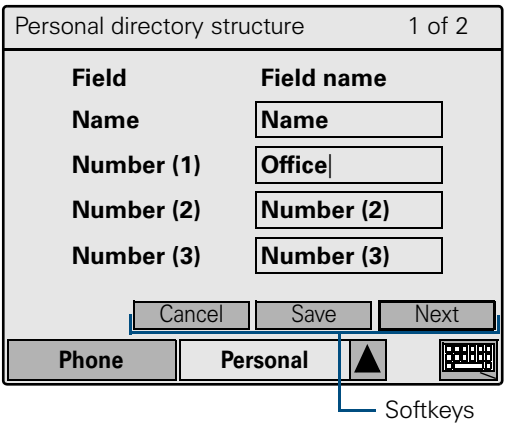
2 **or** 2 — Click on the menu item "Personal Options" or enter the code.

if necessary — Enter the password (default password: 123456) and click "OK". To change the password → page 140.

1 **or** 1 — Click on the menu item "Personal Directory Options" or enter the code.

1 **or** 1 — Click on the menu item "Define directory structure" or enter the code.

The form for changing captions is a two-page display.



On page 1 you can change the captions of the name field and three number fields, and on page 2 you can change the captions of four more fields.

A B C — Click on the required field and make your changes (Entering characters → page 110).

Step by Step

The following softkeys are available:

Cancel	Cancel the display. If you have made any changes, confirmation will be requested. The display changes to the "Personal Directory Options" menu.
Save	Save changes to data (page 1 and 2 of the form). This softkey is only available if changes have actually been made. The display goes to the "Personal Directory Options" menu.
Next	On page 1 of 2 only: Display page 2 of the form. The softkey caption changes to "Previous".
Previous	On page 2 of 2 only: Display page 1 of the form. The softkey caption changes to "Next".

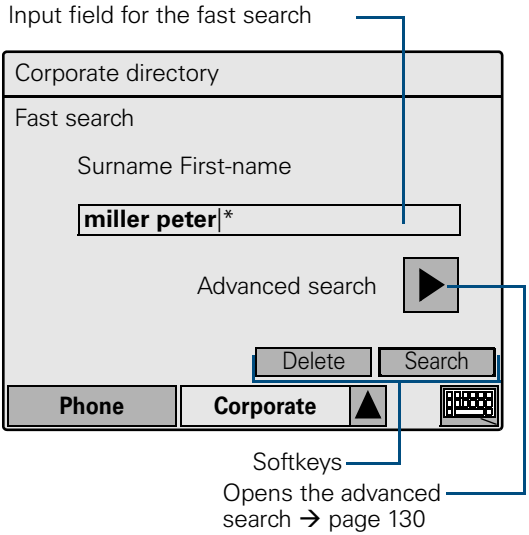
Step by Step

Corporate Directory

The "Corporate" application's start display features a search mask which provides a simple and user-friendly means of finding and directly dialing entries in your corporate directory (fast search → page 53).

Requirements: You can access a corporate directory via LAN: the dialing rules are entered correctly → page 142.

If you have any questions regarding availability and the dialing rules, please contact the responsible experts.



You can use additional properties to find a specific entry/name with the advanced search → page 130.

Step by Step

Advanced Search

In comparison to the fast search → page 53 the advanced search provides options for searching on the basis of additional corporate directory fields (max. 5).

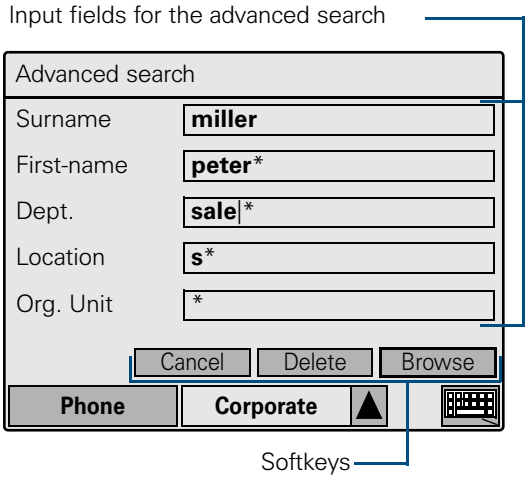
Corporate

Click on the Corporate tab.
The corporate directory opens.

▶

Click on the softkey beside "Advanced search".

The advanced search appears:



The layout of the search mask can be modified (ask the service personnel).

If a search string was already entered in the fast search input field → page 53, this appears to the first of the two fields when advanced search activated.

A B C

Enter the search strings you want to find or just the first letters in the input fields (Entering characters → page 110).

if necessary ◀

Delete the letters to the left of the cursor one by one.

The " * " character is used as a wildcard in the input field. Entries are not case-sensitive.

Example: The search strings "miller" and "p*" will provide the hits "Miller, Peter" and "Miller, Paul".

Step by Step

The following softkeys are available:

Cancel — Cancel the display.
The display changes to fast search → page 129.

Delete — Delete the texts in the input fields (apart from the default entries " * ").

Browse — Start the advanced search → page 132.

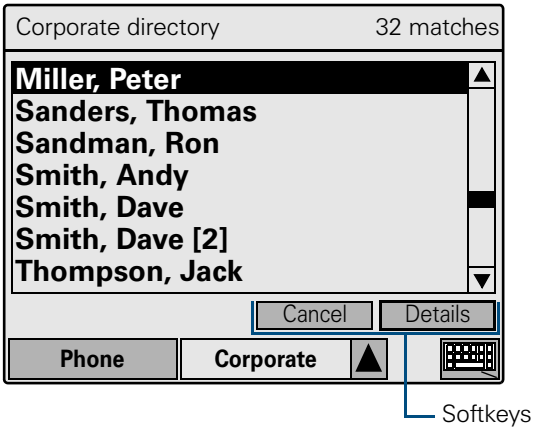
Step by Step

Displaying results

"Searching" appears in the top right of the display when the search is running. The search can be interrupted at any time with "Cancel".

An appropriate message is displayed in the event of problems with the search or if the search did not produce any hits.

The following list appears if the search produced one or more hits:



If the search string matches over 100 entries, only the first 100 entries and a corresponding message are displayed.

The directory list shows the selected entry in reverse video.

Selecting an entry will display the following softkeys:

Cancel — Cancel the display.
The display changes to the advanced search input form → page 130.

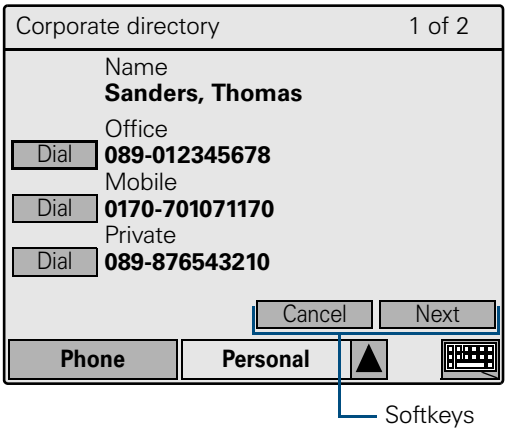
Details — Display detailed information on an entry that supports call number dialing → page 133.

Step by Step

Displaying an entry

Precondition: You have marked an entry/name and clicked on the "Details" softkey → page 51 or → page 133.

The first page of the two-page "Corporate directory" appears showing detailed information.



Page 1 shows the name and max. three call numbers. Page 2 show additional information, where applicable, such as company name and department.

Selecting an entry will display the following softkeys:

Dial — On page 1 of 2 only: Dial the call number associated with an entry.
The display changes to "Phone" → page 14.

Cancel — Cancel the current selection.
The display changes to the hit list → page 132.

Next — On page 1 of 2 only: Display the second page of the entry's detailed information.
The softkey changes to "Previous".

Previous — On page 2 of 2 only: Display the first pages of the entry's detailed information. The softkey changes to "Next".

Step by Step

WAP Browser

The "Web access" application provides access to information on the corporate intranet.

Requirements: You can access corporate WAP via LAN.

If you have any questions regarding availability, please contact the responsible experts.

The WAP browser can be password-protected on your optiPoint 600 office. For information on enabling, changing or disabling password protection, see → page 140.

A suitable user name and password may be necessary for accessing the contents of the WAP browser → page 141.

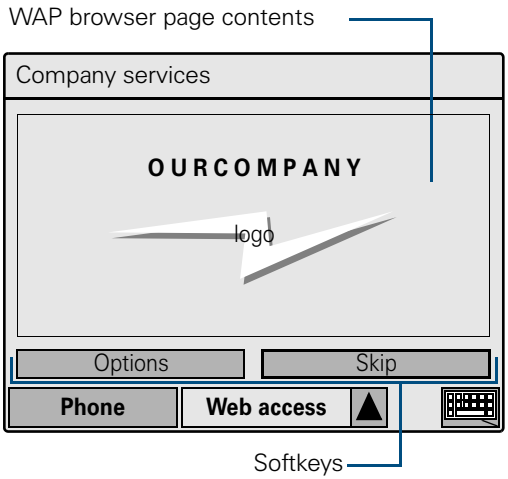
Web access

Click on the Web access tab.

if necessary

Enter the password (default password: 123456) and confirm with "OK". To change the password → page 140.

As the layout and contents of the pages available in the WAP browser are freely programmable, the pages shown here are only examples.



Apart from the default softkey ("Options"), the softkeys change depending on the contents of the WAP pages programmed.

Options

To display options → page 135.

Step by Step

WAP browser Options menu

The following functions can be performed on every WAP page via the WAP browser's Options menu (example):

1 **Back**
Show the previously displayed page (move backwards in the navigation history).

2 **Home**
Show the WAP page set as the "homepage"
→ page 134.

3 **Refresh**
Reload the current WAP page.

4 **Show URL**
Show the URL (WAP address) of the current page. "OK" terminates the URL display.

if necessary 5 **More ...**
Show more functions in a separate Options submenu.

Cancel
Cancel the Options menu.
The display changes to the previous WAP page or, in the case of multiple menu levels, to the previous menu level (reached via "More ...").

Step by Step

Local Settings

Besides options for personal directory settings (→ page 123 onwards), the "Service" application features options for making optiPoint 600 office-specific settings.
For other telephone settings, please see → page 62.

Adjusting the Display Contrast

You can adjust the display contrast to any of nine levels to suit your individual lighting conditions.

Service — Click on the Service tab.

1 or 1 — Click on the menu item "Phone control" or enter the code.

2 or 2 — Click on the menu item "Display settings" or enter the code.

1 or 1 — Click on the menu item "Contrast level" or enter the code.

<< or >> — Click on the softkey.

Save — Click on the softkey.

The display may be difficult to read if exposed to direct sunlight.

Step by Step

Calibrating the Touchscreen

By calibrating the touchscreen of your optiPoint 600 office you can customize the dimensioning and alignment between your input and the image on the display. This helps to eliminate problems in operation such as those caused by parallax.

Service — Click on the Service tab.

1 or 1 — Click on the menu item "Phone control" or enter the code.

2 or 2 — Click on the menu item "Display settings" or enter the code.

2 or 2 — Click on the menu item "Touchscreen calibration" or enter the code.

Click on item 1.

Click on item 2.

Click on item 3.

Save — Click on the softkey in the dialog box.

Step by Step

Selecting your Operating Language

You can change the language of the menus and text output in local applications.

The following languages can be selected (language group A):

- UK English
- US English
- French
- German
- Italian
- Spanish
- Portuguese
- Dutch

Displays on the "Administration" menu are only available in English.

Service — Click on the Service tab.

1 or 1 — Click on the menu item "Phone control" or enter the code.

3 or 3 — Click on the menu item "Language selection" or enter the code.

Click on the drop-down list and choose a language.

Save — Click on the softkey.

You will also see the following information on the display:

- Language set for the telephony dialog of the communication platform.
- Language recommended for the applications on the basis of the language used in the telephony dialog.
- Language type used by the external USB keyboard → page 113, if it has been detected.

Step by Step

Selecting a Language for the External Keyboard

Your optiPoint 600 office tries to automatically detect the language type used by the external keyboard connected via USB → page 113. If this is not possible, you can set the keyboard language manually.

The following languages can be selected (language group A):

- UK English
- US English
- German
- Spanish
- Italian
- French

Service — Click on the Service tab.

1 **or** 1 — Click on the menu item "Phone control" or enter the code.

4 **or** 4 — Click on the menu item "USB keyboard selection" or enter the code.

▼ — Click on the drop-down list and choose a language.

Save — Click on the softkey.

Changing the Display Reset Time

You can specify whether, and if so, after what period of time the display should return to its standard setting (Phone tab → page 14) without any action by the user.

Service — Click on the Service tab.

1 **or** 1 — Click on the menu item "Phone control" or enter the code.

5 **or** 5 — Click on the menu item "Inactivity timeout" or enter the code.

▼ — Click on the drop-down list and choose a period or deactivate the one selected.

Save — Click on the softkey.

Step by Step

Setting a Password for Personal Options

You can change or delete the default password for accessing the "Personal Options" areas and the directory editor.
If a password is not set, password-protection is not enabled for these areas.

If you have forgotten your password, the default password can be reset (ask the service personnel).

Service — Click on the Service tab.

2 **or** 2 — Click on the menu item "Personal Options" or enter the code.

if necessary — Enter a password (default password: 123456) and click "OK".

2 **or** 2 — Click on the menu item "Personal Password" or enter the code.

If a password has previously been set:
Enter the old password.

Enter a new password. Maximum length 24 digits.

Repeat the new password.

OK — Click on the softkey, to apply the changes.

The display changes to the "Personal Options" menu.

Step by Step

Setting Web Access Parameters

If WAP server access is password-protected, you must enter the access data here.

Service — Click on the Service tab.

2 **or** 2 — Click on the menu item "Personal Options" or enter the code.

if necessary — Enter a password (default password: 123456) and click "OK".

3 **or** 3 — Click on the menu item "Web access settings" or enter the code.

A B C — Enter the user name.

Enter the password.

OK — Click on the softkey, to apply the changes.

The display changes to the "Personal Options**"** menu.

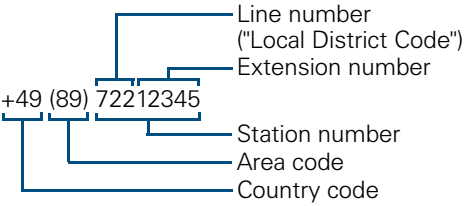
Step by Step

Setting Dialing Rules

The station numbers in your corporate directory → page 129 are available in the internationally-standardized canonical format. In order for optiPoint 600 office to be able to dial these numbers correctly, the dialing rules (conversion information) must be defined.

If you have any questions regarding the dialing rules, please contact the responsible experts.

Example of a station number in canonical format:



Service — Click on the Service tab.

2 or 2 — Click on the menu item "Personal Options" or enter the code.

or — Enter a password (default password: 123456) and click on "OK".

4 or 4 — Click on the menu item "Dialling Properties" or enter the code.

Enter the External Access Code (for example "0").

Enter the International Dial Prefix (for example "00").

Enter the Local Country Code (for example "49" for Germany).

Enter the National Dial Prefix (for example "0").

Enter the Local Area Code (for example "89" for Munich).

Enter the Local District Code (for example, the station number without the extension number of your company).

Save — Click on the softkey to apply the changes.

The display changes to the "Personal Options" menu.

Step by Step

Special Function in the LAN (PC Network)

If your telephone is operating in a HiPath 5000 RSM environment, multiple HiPath 3000 are interconnected via a LAN (**L**ocal **A**rea **N**etwork, e.g. proprietary PC network). Your telephone calls are conducted via the LAN (PC network).
If this is the case, you must take certain special features into consideration when performing various functions. These are described below.

Leaving a Hunt Group/Group Call

Precondition: you belong to a hunt group/group call → page 104 of another HiPath 3000:

▶ DISA internal? ✓ or ✱ 4 0 7 — Select and confirm. / Enter the code.

Enter the (DISA) call number of the other HiPath 3000.

✓ or # — Confirm the entry.

Enter the (DISA) call number of your telephone.

✓ or # — Confirm the entry.

▶ US: Leave group? ✓
▶ UK: Leave hunt group? ✓
or
▶ US: Join group? ✓
▶ UK: Join hunt group? ✓
or
8 5 or ✱ 8 5 — Select and confirm. / Enter the code for "leave" or "join".

You belong to multiple groups of another HiPath 3000:

Enter the group number for "Join/Leave, directed".

Step by Step

Transferring Call Forwarding

You can activate/deactivate call forwarding → page 77 for your telephone from other HiPath 5000 RSM telephones.

▶ DISA internal? ✓ or #47 — Select and confirm. / Enter the code.

Enter the (DISA) call number of the HiPath 3000 to which your telephone is connected.

✓ or # — Confirm the entry.

Enter the (DISA) call number of your telephone.

✓ or # — Confirm the entry.

Activating this function:

▶ Forwarding on? ✓ or *1 — Select and confirm. / Enter the code.

1=all calls? ✓ or ▶ 2=external calls only? ✓ or ▶ 3=internal calls only? ✓ or 1 or 2 or 3 — Select and confirm. / Enter the code.

Enter the destination number.

US: Save? ✓ / UK: Save entry? ✓ — Confirm.

Deactivating this function:

▶ Forwarding off? ✓ or #1 — Select and confirm. / Enter the code.

Step by Step

Using Night Answer

If authorized (contact your service personnel), you can define telephones in other HiPath 3000 communications platforms as the night answer → page 78.

▶ DISA internal? ✓ or ✱ 4 ghi 7 pqrs — Select and confirm. / Enter the code.

Enter the (DISA) call number of the HiPath 3000 to which the night answer telephone is connected.

✓ or # — Confirm the entry.

Enter the (DISA) call number of the telephone from which you wish to activate/deactivate the night answer service.

✓ or # — Confirm the entry.

Activating this function:

▶ Night answer on? ✓ or ✱ 4 ghi 4 ghi — Select and confirm. / Enter the code.

Enter the destination number (= temporary night answer).

US: Save? ✓ / UK: Save entry? ✓ — Confirm.

Deactivating this function:

▶ Night answer off? ✓ or # 4 ghi 4 ghi — Select and confirm. / Enter the code.

Step by Step

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other HiPath 3000 communications platforms → page 106.

Saving the telephones for the ringing group:

Program/Service — Press the key. The LED lights up.

▶ ✱81=Ringing group on? ✓ or ✱81 — Select and confirm. Enter the code.

Add to ringing group? ✓ or ▶ Add another station? ✓ or ▶ Display/remove? ✓ — Select and confirm, then follow the operating instructions.

Enter the call number.

▶ Entry complete? ✓ or # — Confirm. Enter.

US: Save? ✓ / UK: Save entry? ✓ — Confirm.

▶ Exit? ✓ — Select and confirm.

Removing all telephones in call ringing group:

▶ Ringing group off? ✓ or #81 — Select and confirm. Enter the code.

Step by Step

Controlling Relays

If this feature is configured (contact your service personnel), you can also control relays → page 93 in other HiPath 3000 communications platforms.

▶ DISA internal? ✓ or *47 — Select and confirm. / Enter the code.

— Enter the (DISA) call number of the HiPath 3000 in which the relay is to be controlled.

✓ or # — Confirm the entry.

— Enter the (DISA) call number of the telephone from which you wish to control the relay.

✓ or # — Confirm the entry.

▶ *90=Control Relay On? ✓ or ▶ #90=Control Relay Off? ✓ or *90 or #90 — Select and confirm. / Enter the code for "on" or "off".

1 ... 4 — Enter the relay.

Step by Step

Opening the Door

If this feature is configured (contact your service personnel), you can also activate the door opener
→ page 28 in
other HiPath 3000 communications platforms.

▶ DISA internal ✓ or — Select and confirm.

✱ 4 7 — Enter the code.

Enter the (DISA) call number of the HiPath 3000 in which the door is to be opened.

✓ or ⌗ — Confirm the entry.

Enter the (DISA) call number of the telephone from which you wish to activate the door opener.

✓ or ⌗ — Confirm the entry.

▶ Open door? ✓ or — Select and confirm.

✱ 6 1 — Enter the code.

Enter the call number of the entrance telephone.

Labeling, Documentation and Accessories

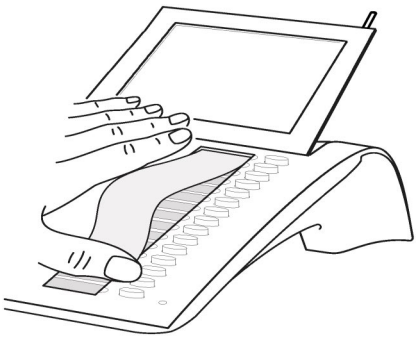
Labeling Key Fields

You can chose from the following options to label the keys with the functions/call numbers saved (→ page 10, → page 67):

Labeling

- by hand:
  Labeling strips are deliverd with your optiPoint. Write the function or a name on the matching strips within the white field and attach them to your optiPoint.
- with a computer:
  You have avail of a CD Rom (ask the service personnel) with the electronic operating instructions for your HiPath 3000 / 5000 RSM → page 150. You can label your keypads for each PC.
- with a computer via the Internet:
  You will find the "Online Key Labelling Tool" along with the user interface under http://www.hipath.com → "Downloads" → "Software".
  Special labeling sheets, which can be ordered, are available with the corresponding labeling strips for this procedure.
  Labeling sheets can be ordered from the details of the article number from Siemens' Sales Organization or via the following internet address:
  http://www.click4business-supplies.de
  Article number-labeling sheets:
  A31003-H8400-B993-*-6Z19
  for optiPoint basic/standard/advance paper size - DINA4
  A31003-H8400-B992-*-6Z19
  for optiPoint key module paper size - DINA4

Put the labeled strips in the relevant key pad on your optiPoint and place the transparent cover over them (mat page above).



Attaching a Station Number Label

Self-adhesive call-number labels are also delivered with your optiPoint.

Write on the call-number label (fire brigade, police, own telephone numbers), then remove and stick it in the recess on the telephone when the handset is lifted.

Documentation

You can find these operating instructions in the Internet in PDF format under

http://www.hipath.com

and on CD-ROM (ask the service personnel) in HTML and PDF format.

The CD-Rom (7 languages) or a printout of these operating instructions can be ordered from the details of the article number from Siemens' Sales Organization of via the following Internet address.

http://www.click4business-supplies.de

CD-ROM article number:
P31003-H3540-C140-*-6Z19
Article number of these operating instructions:
A31003-H1012-C125-1-7619

In order to look at and print the operating instructions in PDF format, you need a computer on which the free Acrobat Reader software package is installed by Adobe.

To look at the operating instructions in HTML format you need a computer with a www browser, e.g. Microsoft Internet Explorer.

Accessories

The following accessories help you customize your telephone to your individual preferences. optiPoint adapters are modules which can be plugged into the option bays at the bottom of optiPoint.

optiPoint key module:
Key module with 16 programmable keys. You can connect up to two key modules to your telephone.

optiPoint BLF:
Key modules with 90 LEDs and function keys. Use preferably in conjunction with optiPoint Attendant.

optiPoint acoustic adapter:
Connects a desk microphone, Headset, external speaker or second handset.
Provides an additional bell for signaling calls in loud environments and similar situations and controls illuminated display panels, such as "Please do not enter" at the entrance to a room.

optiPoint analog adapter:
Connects an additional analog telephone, fax machine or PC with a modem card.

optiPoint ISDN adapter:
Connects an ISDN device, such as an ISDN fax machine, video recorder or PC to the S_0 interface.

optiPoint phone adapter:
Connects a second system telephone. Callers can reach the second system telephone under a separate station number.

optiPoint recorder adapter:
Connects an external recorder or a second headset.

Headset:
Headset for frequent telephone users.

Second handset:
Allows you to hear better in noisy environments.

Desk microphone:
For speakerphone mode under poor acoustic conditions.

External speaker:
Improves the sound quality with open listening.

You will find details about the individual products in your optiPoint telephone data sheets.

Fixing Problems

Telephone Maintenance

- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic, or abrasive powders.

Troubleshooting

Pressed key does not respond:

Check whether the key is stuck.

Telephone does not ring:

Check whether the do not disturb function was activated on your telephone ("Do not disturb" appears on the screen). If so, deactivate it → page 25.

You cannot dial an external number:

Check whether you telephone is locked (US: "Not authorized" UK: "Access denied" appears on the screen). If so, unlock the telephone → page 65.

No LDAP or WAP functionality, lamps (key LEDs) do not shine or the external keyboard has no function:

Check whether the plug-in power supply unit is plugged in (except connection by HFA with "power over LAN").

To correct any other problem:

First contact service personnel. If service personnel is unable to correct the problem, contact Customer Service.

Step by Step

Responding to Error Messages on the Screen

US: Invalid entry
UK: Incorrect entry.

Possible cause:

The station number is incorrect.

Possible response:

Enter a correct station number.

US: Not authorized
UK: Access denied

Possible cause:

You tried to activate a disabled function.

Possible response:

Ask the service personnel to authorize you to use the function.

US: currently not possible
UK: Feature not available

Possible cause:

The station number you dialed does not exist. The telephone you are trying to call is unplugged.

Possible response:

Enter a correct station number. Try calling the telephone again later on.

US: Invalid station number
UK: Number cannot be dialed

Possible cause:

You dialed your own station number.

Possible response:

Enter a correct station number.

US: Key memory is full
UK: Max.no.of keys exceeded

Possible cause:

All memory locations for external station numbers are currently in use.

Possible response:

Try again later on.

Step by Step

Restart the Telephone

Other errors (e.g. the display shows "System forced logoff") can be repaired sometimes by restarting the telephone.

1 GHI 4 PQRZ 7 Press the keys simultaneously and follow further prompting.

Contacts for Resolving Problems

If you encounter a problem that lasts longer than five minutes, contact ask the service personnel.

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Overview of Functions and Codes (Alphabetical)

The table below lists all available functions as they appear on the display. Functions that have been configured (contact your service personnel) can be activated interactively (select + save) via the Program/Service menu (select + save or enter a code), or by pressing function keys, provided that the functions have been configured (contact your service personnel).

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
		Program/Service	Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	#69	X
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
Caller list	✓	✓	#82	X
Save number	✓	✓	*82	X
Changeover on	✓	✓	*66	X
Changeover off	✓	✓	#66	X
Change PIN		✓	*93	
Conference	✓	✓	*3	X
Start conference	✓			
Add party	✓			
End conference	✓	✓	#3	
View conf parties	✓			
Remove party	✓			
Drop last conf. party (only for U.S.)			*491	
Consult	✓			
Return to held call	✓	✓	*0	
Quit and return	✓	✓	*0	
Transfer/US: Accept call UK: Accept	✓			
Control Relay On		✓	*90	X
Control Relay Off		✓	#90	X
US: Directory UK: Phonebook	✓			X
En-bloc sending Dial	✓			
DISA				
DISA internal	✓	✓	*47	X
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
	◀ ▶	Program/Service ◀ ▶	Code	
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
Trunk FWD on	✓	✓	*64	X
Trunk_FWD_off	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
Headset				
Answer	✓			
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X
Hotline				
US: Join group UK: Join hunt group	✓	✓	*85	X
US: Leave group UK: Leave hunt group	✓	✓	#85	X
*=Rejoin all groups	✓	✓	*85*	X
#=Leave all groups	✓	✓	#85#	X
Lock all phones		✓	*943	X
Monitoring:			*944	
Mute on	✓	✓	*52	X
Mute off	✓	✓	#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
Override	✓	✓	*62	X
Page		✓	*45	X
Answer page (not for U.S.)		✓	#45	X
Park a call		✓	*56	X
Retrieve call		✓	#56	
Phone test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Redial				X
Reject call				
Release				X

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
		Program/Service	Code	
Relocate		✓	*9419	X
Complete Relocate	✓		#9419	
Reserve trunk	✓			X
Reset services		✓	#0	X
Retrieve call		✓	*63	X
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Room monitor		✓	*88	X
Select language		✓	*48	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
US: View messages UK: Display Messages	✓	✓	#68	X
Mailbox				X
Keypad dialing		✓	*503	
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party's telephone)				X
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service			*42	
Temporary MSN (not for U.S.)	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
Toggle/Connect	✓	✓	*2	X
Trace call		✓	*84	X
Transfer	✓			
Trunk flash		✓	*51	X

Functions (display)	... Interactively	... Via the Program/Service menu		... With function keys
		Program/Service		
			Code	
UCD		✓		
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
US: Callback UK: Set Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Use speed-dialing		✓	*7	X
Change Speed-dial (station)		✓	*92	X

www.hipath.com

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